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ABSTRACT

This guide to adult reference works and services for the small or medium-sized public library is divided into two sections. Section One lists 559 numbered items arranged in 22 subsections, and 222 additional items in notes following entries or at the end of the relevant subsection. Subject areas are as follows: guides and bibliographies; general works; biography and related areas; philosophy, religion, and ethics; language dictionaries; literature; visual arts; applied arts; crafts and hobbies; performing arts; music; archeology and history; social sciences; sociology and social issues; geography and area studies; education and career guidance; political science and law; business and economics; science; applied sciences; home life and social customs; and sports and recreation. Each item listed is briefly annotated, and a purchase plan for each topic suggests when, and in what order, the reference tools listed in the chapter should be purchased. Section Two contains 10 essays on the planning and managing of reference services, and on situations and problems frequently encountered by reference librarians: (1) "Planning and Managing Reference Services"; (2) "Reference Services Policy Manual"; (3) "Reference Collection Development"; (4) "Weeding the Reference Collection"; (5) "Levels of Reference Service"; (6) "The Reference Interview"; (7) "Answering Reference Questions"; (8) "Problem Patrons and Special Situations"; (9) "Building Local Information Files"; and (10) "Computerized Search Services." References and/or further readings are listed for each of the essays, and both subject and title indexes are provided. (EW)

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HANDBOOK OF REFERENCE SOURCES AND SERVICES
FOR
SMALL AND MEDIUM-SIZED LIBRARIES

by

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Texas State Library
Library Development Division
Austin, Texas
1988

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Handbook of reference sources. 1981.

Includes bibliographies and indexes.

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PREFACE

This handbook continues an effort begun a decade ago to help Texas libraries to provide better reference service for their patrons. The original work was the Preliminary Edition of Handbook of Reference Sources, prepared for use at a Basic Skills Institute held in September 1977 at Texas A&M University. Within four years, the Second (1979) and Third (1981) Editions followed. Since then, I have compiled two small guides for the Texas State Library: Current Texas Reference Sources: A Sesquicentennial Guide (1985) and Selecting and Using a Core-Reference Collection (1986). The first, which focused on in-print works on the state's history, culture, and geography, attempted to help librarians in meeting demands generated by the 1986 Sesquicentennial celebration. As an additional service to the library community, the Texas State Library sponsored a series of seven workshops on library preparations for the Sesquicentennial years. As a presenter for these workshops, I had an opportunity to talk with numerous librarians from around the state. Many from small libraries expressed a need for guidance in selecting materials which would enable them to provide basic reference services. Others wanted an updated version of the Handbook of Reference Sources (1981), then out-of-date. Selecting and Using a Core-Reference Collection was designed to answer the first request. In response to the second, the Library Development Division of the Texas State Library surveyed the ten systems coordinators to determine the desirability of an updated version of the Handbook, and if a need existed, what changes and additions would enhance its usefulness to small and medium-sized libraries. The coordinators endorsed a revision and made numerous suggestions for its improvement.

In planning this revision, I again decided to address it to small and medium-sized libraries. Most public libraries, of course, are in cities of less than 75,000. As a working definition, I use the term "small" to classify libraries serving a population of less than 20,000 and "medium-sized" for those in cities in the 20,000-75,000 range. After visiting libraries in each category, I concluded that the new handbook should list about 750 sources, the average size of reference collections in the larger libraries sampled. This work also addresses the reference needs of adult services; a guide to materials useful in serving children is planned for next year. A primary objective of this revision was to select quality reference tools which cover many different topics. The Third Edition of the Handbook recommended several comparable works of the same kind, using an asterick to indicate those considered first choices for the small library. In this revision, I cite and annotate only the first choices, one or two of the most valuable reference works in each category. Notes indicate other acceptable sources. These additional titles should be considered with the annotated items. One library may have a special need for a more exhaustive work, while another may find a cheaper and/or less extensive source adequate. Notes also recommend works on a related subject, which may be a secondary concern in one library, but a major need in another. Cost usually was not the sole criterion for including any work, but reasonably priced titles of good quality were awarded preferred status.

Numerous topics not covered by earlier editions--foreign languages other than European, small engine repair, estate planning, feminism, employee rights, to name only a few--now receive treatment. Emphasis also has been placed on issues of current interest--health care, aging, computers, South America, etc. A concerted effort was made to include sources for all topics suggested by the Texas State Library survey. In at least one instance, however, there are no acceptable reference works on the subject--agribusiness--but excellent works on this important field can be selected for the circulating collection.

Section I: Reference Sources lists 559 numbered items and 222 additional titles in Notes, which appear after relevant entries or at the end of the subsection. All numbered items and those cited in Notes are in print, or at least were listed in the 1986-87 edition of Books in Print and/or the publisher's catalog. Each entry provides the latest price and the International Standard Book Number (ISBN) or other acquisition identification (International Standard Serial Number for periodicals on continuations, Code Numbers for Bowker items). I have listed addresses for obscure publishers whose works must be ordered directly from them.

Organization of Section I is the same as that used in the two previous editions--by types of sources or broad subject areas, and subdivided by general works, kinds of material, and/or specific fields. There is, however, one minor change in organization: general biographical sources are listed in Chapter C; those limited to one area--literature, art, music, etc.--are placed with the subject field. Annotations are briefer than those contained in earlier editions, with emphasis on the work's scope and primary purpose. In response to many requests received by the Texas State Library, I have added a Suggested Purchase Plan for each chapter, similar to the overall buying plan provided in Selecting and Using a Core-Reference Collection.

The Purchase Plan suggests when and in what order to purchase the reference tools listed in the chapter. First, are listed works which are continuations and should be purchased on a regular (annual, biennial) basis. Second, are cited items which appear regularly, but in some situations could be acquired every few years. Then the remaining, one-time-purchase, items are grouped in the order in which they should be purchased. If one were starting a reference collection and could not purchase all the items at once, the plan suggests priorities, buy Group #1 first, Group #2 second and so on. Within each group, titles are arranged alphabetically, not by rank. General sources usually receive a high priority (unless they are expensive), while sources on specific topics are divided among the groups. Popular topics receive a higher priority than less popular ones.

These purchase plans should be used with caution and not strictly followed. The librarian should be flexible and try to satisfy the needs of the library's clientele. Libraries of the same type and size, indeed, have many similarities, but they may differ widely in their needs. One library may be used heavily by the business community, while another is not; types of school assignments vary from one community to another; some libraries support the needs of undergraduates who attend a nearby college; hobbies and interests differ from one location to another. These and other factors such as budgetary constraints must be considered in building the library's reference collection. One library, therefore, may place a high priority on a work listed in the last group, because it appears to meet a known need, but reject a title in the first-purchase group. Another may choose an expensive general item such as McGraw-Hill Dictionary of Science & Technology (\$70) instead of acquiring a dictionary for each subject field, which could be far more expensive.

Section II: Reference Services, a new section compiled especially for this guide, is presaged in the new title: Handbook of Reference Sources and Services in Small and Medium-sized Public Libraries. Reference librarians, of course, rely heavily on the reference collection, the tools of their profession, and are concerned about its content and currency. Other aspects of their work, however, require decision making and expertise. It seems appropriate, therefore, to provide not only guidance in selecting reference materials, but also advice on other matters. The ten essays in this section focus on planning and managing reference services and on situations and problems frequently encountered by reference librarians. Eight were written especially for this handbook, and two are reprints of columns published in Texas Library Journal. Each essay addresses a single topic, but reference services and their attendant problems often are interrelated; thus thoughts, ideas, and suggestions overlap. Read singly, they provide an overview of each topic, followed by titles for further reading. As a whole, this Section constitutes a concise "textbook" on the major issues and problems faced in providing services. If your concern is not treated in this Section, please contact me; I may be able to deal with it in a forthcoming reference column in the Texas Library Journal.

Indexing for Section I, which is by title and subject only, is located at the end of the handbook. There is no indexing by author or editor, since few works are known by their names, Sheehy for Guide to Reference Books notwithstanding. Subject-index headings for Section I are based on a combination of standard catalog entries and natural language. To make this section as useful as possible, there are numerous cross references. I hope the subject index will be used to identify items for possible purchase. When the existing collection does not meet current needs, check the index to see if it lists an affordable source. If, for example, you have had several unfulfilled requests for information on the purpose and risk factors involved in specific medical tests, peruse the subject index for a reference book on the subject. (Complete Book of Medical Tests is cited under the subject entry: "medical tests"). Although several reference book titles are named in some of the essays, indexing for Section II is separate and by subject only.

I acknowledge with gratitude the assistance of the School of Library and Information Sciences, North Texas State University, for providing secretarial assistance, the staff of the NTSU library who provided helpful assistance, especially Stephen L. Sexton of the Government Documents Department, who helped to select items on Texas politics and law; my husband, Professor Irby C. Nichols, Jr., NTSU History Department, whose support, encouragement, and able editorial assistance made this work possible; and Paula King, who prepared the final copy in machine-readable format designed to interface with computer equipment at the Texas State Library. All errors in fact or judgment are, of course, my own.

Margaret Irby Nichols

August 30, 1987
Denton, Texas

Section I: Reference Sources

A. GUIDES AND BIBLIOGRAPHIES

This chapter lists aids to selecting and purchasing reference works, circulating books, periodicals, government publications, and pamphlets. In addition to guides to selection, such as Reference Sources for Small and medium-sized Libraries and Public Library Catalog, periodicals containing reviews of new materials also are listed. Guides are dated from the day they appear, since new works are published continually. Periodicals such as Booklist (which includes Reference Books Bulletin) and Library Journal, therefore, alert the selector to new publications and to revisions and supplements to older works which may be held by the library. Acquisition aids, such as Books in Print, are not selection tools, since they do not evaluate the materials they list. Selection of material should be based on an objective appraisal by a competent reviewer. Acquisition aids are essential tools, however, since they list current editions and formats, along with prices, ISBNs, and other order information.

Guides to Reference Sources

A1. Reference Sources for Small and Medium-sized

Libraries. 4th ed. Ad Hoc Committee for the Fourth Edition of Reference Sources for Small and Medium-sized Libraries. American Library Association, Reference Services Division. The Association, 1984. 252p. \$20pa. 0-8389-3293-2
Some 1,788 works are listed and succinctly annotated in this standard guide, first published in 1969. Unlike previous editions, this revision includes out-of-print as well as currently available reference works, and children's and young adult reference tools (appropriately tagged to indicate level of usefulness). Online availability also is noted. Arrangement is by narrow discipline with separate sections for bibliographies and general works.

A2. Texas Reference Sources: A Selective Guide.

A project of the Reference Round Table, Texas Library Association. The Association, 1987. 235p. \$12. (Order from TLA, 3355 Bee Cave Rd., Suite 603, Austin, TX 78746).
This work provides the most complete subject access to Texas reference sources available, almost 1900 in number. Full bibliographic data, usually followed by a brief annotation, is provided for books and selective periodicals and dissertation. A composite work, consisting of the basic volume and two supplements, plus newer material, is in progress.

Note: Current Texas Reference Sources: A Sesquicentennial Guide by Margaret Irby Nichols, was published by the Texas State Library in 1985. Most Texas public and school libraries hold a copy. Although some works may now be out of print, and prices in many instances will have increased, it is still useful.

Small libraries will find Selecting and Using a Core-Reference Collection by Margaret Irby Nichols, published by the Texas State Library in 1986, a useful selection aid. Guide to Reference Books, ed. by Eugene P. Sheehy (American Library Association, 1986. 1,156p. \$50 0-8389-0390-8) is an extensive selection aid which lists and annotates 14,000 reference works. It is essential for use in developing the reference collections in research libraries and useful in libraries of all sizes. American Reference Books Annual, ed. by Bohdan S. Wynar (Libraries Unlimited, 1970 to date. Annual. 1987 ed., \$65 ISSN 0065-9959), which attempts to be comprehensive for a given year, is an important guide to the selection and evaluation of new and revised reference books. Its annotations (or short reviews) attempt to be critical.

Current Reviews

A3. Reference Books Bulletin. A separate publication within Booklist. American Library Association, 1969 to date. Semimonthly, monthly in July and August. \$47/yr. ISSN 0006-7385

RBB provides reviews of some 450 new reference books annually which are likely to be of general interest to libraries. The reviews are critical, stressing comparative evaluations with similar works, and end with either a recommendation for purchase by a specific type of library or a statement that the work is not recommended.

A4. Wilson Library Bulletin. H.W. Wilson, 1914 to date. Monthly except July and Aug. \$47/yr. ISSN 0006-7385 "Current Reference Books," a section which reviews 20-25 new reference books in each issue, is a special feature of this monthly periodical. The reviews are critical and generally recommend a type of library for which the work is suitable. All works reviewed, however, are not recommended.

Note: Reviews of reference books also appear in sections of RQ (American Library Association, Reference and Adult Services Division, 1960 to date. Quarterly. \$25 ISSN 0033-7072), Choice

(Association of College and Research Libraries, American Library Association, 1964 to date. 11/yr. \$110 ISSN 0009-4978), and Library Journal (Bowker, 1986 to date. Semimonthly, monthly in Jan. and Dec. \$69/yr. ISSN 0363-0277)

Bibliography

Acquisition Aids

- A5. Books in Print. Bowker, 1948 to date. Annual. 1987-88 ed., 12,000p., 7v. \$249.95/set 0-8352-2370-1

This annual set provides separate author and title access to in-print books, more than 750,000 fiction and nonfiction in the latest edition. Each entry includes complete order information—price, edition, publisher, distributor, binding information, and author. One volume is a directory of 21,000 publishers and distributors.

Note: Some libraries also may require Subject Guide to Books in Print (Bowker, 1957 to date. Annual. 1987-88 ed., 8,000p., 4v. \$179.95/set 0-8352-2355-8) and Forthcoming Books (Bowker, 1966 to date. Bimonthly. \$149/yr. ISSN 0015-8119). The former lists 675,500 nonfiction books arranged under 66,000 LC subject headings. The latter alerts the user to new books or ones to be published during the next 5 months, as well as postponements and changes in publication plans. All of these Bowker publications, including Books in Print, also may be purchased as databases on CD-ROM for \$895/yr. Large Type Books in Print (Bowker, 1987 ed. 1,400p. \$69.95 0-8352-2322) is needed in libraries serving visually impaired patrons. It lists over 7,000 large-type books as well as large-type periodicals and newspapers.

- A6. National Information Center for Educational Media. NICEM Database. Available online through DIALOG, File #46, A-V ONLINE; or desktop database on CD-ROM compact disk (A-V ONLINE CD-ROM) using Silverplatter software. \$715/yr. NICEM has published directories for a number of years which have collectively served as the principal source of bibliographic data on audiovisual materials—Film and Video Finder, Audiocassette Finder, Foreign Language Audiovisuals, etc., some 8-10 individual publications. The expense of producing these directories, and the high cost to libraries in purchasing them, resulted in the decision to cease

their publication in printed format. The information currently is available online or in CD-ROM format only. Coverage is current for 16mm, videotapes, audiotapes, and filmstrips, which are educational, information, documentary or recreational in nature. For price and other information, write to NICEM, P.O. Box 40130, Albuquerque, N.M. 87916.

Selection Aids--Books

- A7. Public Library Catalog. 8th ed. H.W. Wilson, 1983. 1,442p. \$140 includes 4 annual supplements. 0-8352-2027-5

The main portion of this work, arranged according to the Dewey Decimal Classification system, lists some 8,000 adult nonfiction titles selected for their usefulness in medium-sized public libraries. A second section is an author, title, subject, and analytical index; a third is a directory of publishers.

Note: Fiction Catalog, a companion volume, is described in item F2 in this Handbook.

- A8. Booklist. American Library Association, 1905 to date. Semimonthly, monthly in July and August. \$47/yr. ISSN 0006-7385

This periodical is a standard selection tool for small and medium-sized libraries. Arrangement is by broad classes—adult nonfiction, fiction, books for young adults, children's books, etc. Reference Books Bulletin (A3) is a separate periodical published within Booklist.

- A9. Library Journal. Bowker, 1876 to date. Semimonthly, monthly in Jan. and Dec. \$69/yr. ISSN 0363-0277

Articles that identify trends, events in the library and publishing worlds, and reviews of important new fiction and nonfiction books comprise this periodical, a useful book review media.

Selection Aids--Media

- A10. Media Review Digest. Pierian Press, 1973/74 to date. Annual with semiannual supplements. \$200/yr. ISSN 0363-7778

This annual with supplement cites reviews of non-book media—film and filmstrips; educational and spoken-word records and tapes; slides, transparencies, illustrations, globes, charts, media kits;

miscellaneous--along with descriptive notes for each item. There is an alphabetical subject index.

Note: Library Journal, School Library Journal, and Booklist all include reviews of media.

Selection Aids--Periodicals

- A11. Magazines for Libraries. 6th ed. Bill Katz and Linda S. Katz, eds. Bowker, 1986. 958p. \$95 0-8352-2217-9

Descriptive evaluations of 6,500 of the best magazines available for public, academic, school, and special libraries are contained in this guide. Each annotation indicates purpose, scope, and audience, as well as editorial content, point-of-view, and other significant data.

- A12. Free Magazines for Libraries. 2d ed. Adeline Mercer Smith. McFarland, 1985. \$17.95 0-89950-172-9

Free magazines generally are distributed by associations and corporations. This guide identifies and annotates 450 of those most useful in libraries and provides data for obtaining them. Arrangement is by 130 subject areas.

Note: The most complete listing of worldwide periodicals (70,000) is contained in Ulrich's International Periodical Directory 26th ed. (Bowker, 1987-88. 2,500p., 2v. \$159.95). Annuals and irregularly issued serials are listed in a companion volume, Irregular Serials and Annuals, 13th ed. (Bowker, 1987-88. 1,900p. \$159.95 0-8352-2382-5).

Selection Aids--Government Publication

- A13. Guide to Popular U.S. Government Publications. LeRoy C. Schwarzkopf, comp. Libraries Unlimited, 1986. 432p. \$28.50 0-87287-452-4
Some 2,900 items of broad general interest to the general public, published from mid-1978 to mid-1985, are listed and annotated. Order information is provided. The arrangement is in 183 subject areas.

- A14. Subject Bibliography Series. U.S. Government Printing Office, 1976 to date. Free.
There are some 250 free annotated bibliographies on popular subjects in this series--Smoking, Drugs, etc. Each bibliography is updated annually to

include currently available materials. A free copy of the Subject Bibliography Index (SB-888) may be requested from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

- A15. U.S. Government Books. U.S. Government Printing Office, 1983 to date. Quarterly. Free.

This quarterly catalog lists and annotates about 1,000 government publications in each issue, arranged topically. Order information, as well as order blanks and instructions for ordering, are provided. Each issue begins with a "Latest Arrivals" section. Dates of other publications should be noted, since they reflect a variety of publication dates.

- A16. Texas State Documents. Texas State Library, Texas State Publications Clearinghouse, Box 12927, Austin, TX 78711. Free.

All Texas libraries should be on the mailing list to receive this free listing of state documents. It is a two-part reference source, current-awareness tool, and acquisition aid. Publications listed include monographs, annuals, and series. Periodicals are listed in the Texas State Documents Periodicals Supplement, which also is free upon request. Part I is a checklist of Texas state government publications received by the Clearinghouse during the month of coverage, arranged alphabetically by the key word in the agency's name. Part II is a Subject/Title Index to those documents listed in Part I. The checklist provides order information for microfiche copies of all documents listed.

Selection Aids--Pamphlets

- A17. Vertical File Index: Subject and Title Index to Select Pamphlet Materials. H.W. Wilson, 1935 to date. Monthly. \$35/yr.

Pamphlet materials are an essential part of the reference department in any library, since they often provide the most current information on many topics and at the least expense. Emphasis of Vertical File Index is on free and inexpensive pamphlets and non-book materials on occupations, hobbies, do-it-yourself instructions, tourist guides, and the latest information on taxes, personal economy, business, and industry. Many government publications also are included. Arrangement is alphabetical, and order information and descriptions are presented for each item.

SUGGESTED PURCHASE PLAN-GUIDES AND BIBLIOGRAPHIES

Annual

Booklist (includes Reference Books

Bulletin) A3

Books in Print A5

Library Journal A8

Media Review Digest A10

Subject Bibliography Index (and as many

Subject Bibliographies as needed-free) A12

Texas State Documents (free--ask to be placed
on the mailing list) A14

U.S. Government Books (free--ask to be placed
on the mailing list) A13

Wilson Library Bulletin A4

Note: Libraries using DIALOG have access to
NICEM A6; others may wish to consider
the CD-ROM version, if the need warrants
purchase.

Group 1

Magazines for Libraries A9

Public Library Catalog A6

Texas Reference Sources A2

Vertical File Index A15

Group 2

Free Magazines for Libraries A10

Guide to Popular U.S. Government Publications A11

Reference Sources for Small and Medium-sized
Libraries A1

GENERAL WORKS

Almanacs

Almanacs are compendiums of useful data on events, people, topics, and statistics on a wide variety of areas--health, election results, sports, population, countries of the world, etc. The two almanacs listed below are international in scope, but with emphasis on the United States.

- B1. Information Please Almanac. Information Please
Pubs., 1947 to date. Annual. 1987 ed., \$9.95
0-395-39461-9; \$5.95pa. 0-395-39462-7

This work duplicates much of the data contained in World Almanac (see below), but the differences justify its purchase. Chronologies, directory information, and maps (16 pages) receive considerable attention. As is usual with almanacs, statistical data are a special feature.

- B2. World Almanac and Book of Facts. Newspapers
Enterprises Assn., 1968 to date. Annual.
1987 ed., \$12.95 0-345-34061-2; \$5.95pa.
0-345-33740-9

The best known and most useful American almanac, this work is an indispensable quick-reference source. It offers statistical and factual data on social, political, educational, religious, historical, economic, industrial, and agricultural topics and many other areas. Each annual is extensively indexed, making the contents easily accessible.

Note: Texas Almanac (M7) is an essential reference tool in any Texas library.

Directories

The most commonly known and most often used directory is the telephone book. Libraries should hold telephone directories for cities in their own regions and larger cities in the state. Telephone directories were once free to libraries, but this is no longer the case, making the development of a telephone-book collection expensive. The Public Library Division of the Texas Library Association is currently negotiating with telephone companies on this matter.

City directories, about which there are a number of ethical questions, also are collected, at least local ones. They not only are valuable for current usage, but for their future historical and genealogical research value.

Directory information is found in a number of sources listed in this section of the Handbook; e.g., almanacs provide addresses for national nonprofit organizations, commercial companies, etc. Other sections of this Handbook also contain directories--colleges, universities, and other educational facilities in Chapter Q; congressmen and state officials in Chapter R; and manufacturers and corporations in Chapter S. Directories listed below are general in nature and, therefore, are not appropriate for other sections of this work.

- B3. Encyclopedia of Associations. Gale, 1961 to date.
Annual. 1987 ed., 3v. \$220 0-8103-1842-3

Volume 1 lists over 14,000 active and some 1,000 defunct organizations, arranged in 17 categories. Information for each active group includes address, chief executives, purpose and activities, membership, publications, convention schedule, and other details. Volume 2 contains geographic and executive indexes. Volume 3 is a periodical publication which updates the basic volume. There is name and keyword indexing.

- B4. Foundation Directory. 10th ed. The Foundation
Center, 1985. 885p. \$65 0-87954-132-6

This directory gives full information on some 3,000 U.S. foundations with assets of at least one million dollars which make grants of at least one hundred thousand dollars each year. Arrangement is by state and then alphabetical by name of foundation. Indexing is by field of interest, cities within states, donors and trustees, and names of foundations.

- B5. Hooper Directory of Texas Foundations. Texas
Foundations Research Center, 1986. \$75
No ISBN.

Current data is provided on over 1,000 Texas foundations with assets in excess of \$20,000. Arrangement is by city. Entries include activities for which grants are made, income, assets, and addresses.

- B6. National Five Digit Code and Post Office Directory.
U.S. Government Printing Office, 1974 to date.
Annual. \$13. Available at main post offices.

This annual provides a comprehensive listing of ZIP code information for all post offices and street addresses in the U.S., plus APO's and FPO's. Arrangement is by states and then cities and towns, the latter broken down by street addresses. Mailing information and current postal regulations also are included.

Encyclopedias

General encyclopedias are indispensable reference tools in libraries. Since both adult and juvenile sets contain a wealth of factual data, they are used to answer questions of the who, what, when, and why variety. They also are a source of background information. When an overview or explanation of a subject is required, general encyclopedias usually can be relied upon to present reliable information in a style understandable to a large number of patrons. Since most encyclopedias include references for further reading on each topic included, they also are useful for bibliographic purposes. The illustrations and maps also enhance their reference value. Most encyclopedias place an emphasis upon appropriate pictorial materials, often in color. Maps of countries, small political units, and other areas are a special feature of most sets, making them valuable assets in all libraries.

- B7. Academic American Encyclopedia. Grolier. 1987 ed., 21v. \$550 plus \$20 shipping.
This set, which began publication in 1980, focuses upon short, factual articles, some 28,500 in number, supported by about 17,700 illustrations and 250,000 index entries. It is aimed at high school and college students. The set also is available online from several database vendors and in CD-ROM format.

- B8. Encyclopedia Americana. Grolier. 1987 ed., 30v. \$839
Americana is a reliable, authoritative set, which is suitable for adults and students from junior high level through college. Coverage is international, but information about United States history, biography, and geography is more detailed. The set is essentially specific topic in approach with the average article about 600 words in length. All major articles and many shorter ones end with bibliographies. The clearly written text is supported by appropriate illustrations, charts, diagrams, and multicolor maps. An analytical index containing 353,000 entries provides access to the 54,000 articles.

Note: Libraries able to afford additional adult sets may wish to buy The New Encyclopaedia Britannica, 15th ed., rev. (Britannica Educational Corp. 1986 ed., 32v. \$999 to libraries), the oldest, most famous, and most scholarly set. The latest revision adds a much needed 2-volume index, lacking since the set changed to its unique three-part format in the early 1970's. Collier's Encyclopedia

(Macmillan Educational Corp., 1986 ed., 24v. \$669 plus shipping) is a popularly written set useful for junior high and high school students as well as adult readers.

- B9. World Book Encyclopedia. Field Enterprises Educational Corp. 1987 ed., 22v. \$499
This outstanding set is appropriate for upper elementary through high school students and for adults seeking basic information. Entries, written in a lively and interesting style, address the age group most likely to read them. Bibliographies are appended to major articles, and there is an annotated list of materials on over 2,000 topics in the index volume. The set is extensively and appropriately illustrated--29,000 illustrations and over 2,000 maps.

Note: Merit Student Encyclopedia (Macmillan. 1987 ed., 210v. \$549 plus shipping) also is an excellent set, intended for the same audience as World Book. Compton's Encyclopedia and Fact Index (F.E. Compton, a Division of Encyclopaedia Britannica. 1986 ed., 26v. \$525) is another quality set which deserves consideration when added encyclopedias are needed.

Most encyclopedia companies publish a yearbook, which they claim keeps their set current. Yearbooks contain excellent coverage of the year's events and are valuable reference sources. A ten-year-old encyclopedia plus appropriate annuals, however, does not provide a survey article on chemistry or any other rapidly changing field. The library should select one encyclopedia yearbook to purchase annually and to retain indefinitely. Acquiring annuals for all sets held is unnecessary.

Guides

- B10. Best Encyclopedias. Kenneth Kister. Oryx, 1986. 356p. \$29.50 0-89774-171-4
Librarians often are asked to recommend an encyclopedia for home purchase. Since librarians should not recommend commercial products or services, it is advisable to provide evaluations and allow the patron to decide which product best suits his/her needs and price range. This work by Kister, which replaces a larger work, Encyclopedia Buying Guide (Bowker, 1981), provides appraisals and comparative evaluations for 52 general sets. There also is information on sales tactics and second-hand encyclopedias, plus appraisals of 450 recommended specialized encyclopedias.

Handbooks

- B11. Famous First Facts. 4th ed. Joseph Nathan Kane.
H.W. Wilson, 1981. 1,350p. \$75 0-8242-0661-4

This useful work focuses on United States "firsts," 1007 to date, concerning a wide range of subjects--events, inventions, discoveries, etc.--9,000 in all. Arrangement is by subject with appropriate cross-references and concise explanations for each entry. Indexing is by year of occurrence, month and day of occurrence, names of persons directly and indirectly involved, and location of event.

- B12. Guinness Book of World Records. Robin McWhirter, ed. Sterling, 1955 to date. Annual. 1987 ed., \$17.95; lib. ed., \$14.95 trade ed. 0-8069-4769-1

A well-known guide to world superlatives, this annual is arranged by broad topic and indexed by subject. Many of the records are useful for reference purposes; others are useful primarily to the browser.

Indexes

Periodicals

The periodical collection is an important source of information in any library, since patrons often need material on current topics not yet covered in other formats. Periodical indexes access the information the magazines contain and are essential to the reference process. The indexes also are used as selection aids, since titles indexed are more valuable for reference purposes than those which are not.

- B13. Readers' Guide to Periodical Literature. H.W. Wilson, 1905 to date. Semimonthly in March, April, June, Sept., Oct., and Dec.; monthly in Jan., Feb., May, July, Aug., and Nov. Quarterly cumulations in Feb., May, Aug., and Nov. issues. Annual clothbound cumulations. \$110/yr. ISSN 0034-0464

Readers' Guide, the best known and most basic periodical index, offers easy-to-use access to a broad range of popular magazines which concern news and current events, business, the arts, computers, health, fashion, politics, crafts, food and cooking, education, photography, science, sports, history, and home improvement. It currently indexes the contents of 180 titles by author and subject. Volumes for the years from 1900 through 1986 are available at \$110/v. bound.

Note: Abridged Readers' Guide to Periodical Literature

(H.W. Wilson, 1936 to date. Monthly except in June, July, and Aug.; indexing for these months is included in the Sept. issue. \$55/yr. ISSN 0001-334X), which may be a better choice for smaller libraries holding a limited periodical collection, indexes 63 of the most popular general-interest magazines. Readers' Guide Abstracts (H.W. Wilson, 1986 to date. Updated 8 times a year. \$675/yr. ISSN 0886-0092) is a microfiche version of Readers' Guide with added abstracts. Wilsonline (H.W. Wilson. Annual subscription rates range from \$300 to \$2,400/yr. or \$25/per hr.), an online system utilizing a CD-ROM, accesses 23 indexes to periodicals, including Readers' Guide.

Popular Magazine Review (Data Base Communications, Box 345, Topsfield, MA 01983, 1984 to date. Updated 50 times a year. Loose-leaf. \$245/yr. ISSN 0740-3763), a competitor of Readers' Guide Abstracts, offers selective indexing and abstracting for 204 periodical titles, including 69 not indexed in RGA. For additional information and a comparison of the two systems, see Reference Books Bulletin, January 15, 1987, pp. 762-764.

Magazine Index (Information Access Corp., 1976 to date. Monthly. Write for price information), a microfilm index to 435 popular magazines, is an important source for libraries holding a substantial general-periodicals collection.

Most public libraries will find National Geographic Index 1947-1983, available from National Geographic Society (\$13.95), a valuable access tool. Handy Key to Your National Geographics: Subject and Picture Locations 1915-1985, comp. by Charles S. Underhill (C.S. Underhill, Box 127, E. Aurora, N.Y. 14052 \$6) classifies pictures by subject and describes them by type (print, map, painting, etc.)

Newspapers

Newspapers constitute a primary source of information on current affairs; back issues perform the same role for previous periods and frequently contain a more detailed account of an event than that found in general reference books. They provide important biographical material, especially in obituary sections, which are sometimes unavailable elsewhere. Most newspapers, of course, cover important national and international issues and events, but only state, city, or county newspapers treat most local situations. Back files of these smaller

newspapers are sometimes rare, since libraries of earlier periods either lacked space to house them or did not realize their potential value.

Small libraries usually confine their subscriptions to local and the leading state titles. Larger libraries may subscribe to important out-of-state newspapers, such as The New York Times. Instead of retaining the original newspapers, most libraries purchase microfilm versions for those titles held permanently in the library. Hard copy is retained as well for newspapers which have historical or local significance.

The responsibility for indexing local newspapers generally falls to local libraries, which may decide to index selectively--obituaries; actions of city council, county commissioners, school boards; important events. Newspaper libraries index their own newspapers for internal use, but outsiders seldom have access to such files.

There are no general indexes to newspapers as there are to periodicals, and only a limited number of individual newspapers, such as The New York Times, are indexed. Bell and Howell Newspaper Indexes provides coverage for a dozen major city newspapers, including The Houston Post (see below), and to the Christian Science Monitor. National Newspaper Index produces microfilm indexes to several important publications, including the Wall Street Journal and the Washington Post. Wall Street Journal also is indexed monthly by Dow Jones. Database vendors, such as Dow Jones News Service, NEXIS, etc., also provide online services to a number of important domestic and foreign newspapers.

B14. Bell & Howell Newspaper Index to the Houston Post.

Bell & Howell, 1976 to date. 8 monthly issues, 4 quarterly cumulations, and a bound annual cumulation. 1986-87 price, \$515/yr.

The Bell & Howell service provides subject indexing and personal name indexing for this important Texas newspaper.

Book Reviews

Book reviews are used by the librarian in selecting materials and in providing reference services. Readers' Guide to Periodical Literature is an important tool for this purpose, since it indexes reviews contained in popular magazines. Some libraries also may need more extensive coverage, such as that provided by Book Review Digest (see below). BRD not only indexes reviews, but also incorporates excerpts from reviews, thus enhancing

its value as both a collection development and general reference tool.

B15. Book Review Digest. H.W. Wilson, 1905 to date.

Monthly, except Feb. and July, with cumulations in May, Aug., and Oct., and permanent clothbound cumulation annually. Sold on a service basis.

This index provides access to some 6,000 reviews of adult and juvenile fiction and nonfiction appearing in 80 English-language periodicals. Nonfiction works must have been reviewed in at least two sources and fiction books in at least four to be included. Descriptive notes, excerpts from the reviews, Dewey Decimal Classification, and Sears subject headings for nonfiction are useful added features.

Note: Book Review Index (Gale, 1965 to date.

Bimonthly. Write for price information.) indexes all reviews appearing in over 380 popular and professional periodicals.

SUGGESTED PURCHASE PLAN-GENERAL WORKS

Annual

Bell & Howell Newspaper Index to the Houston

Post (if need warrants) B14

Book Review Digest (if need warrants) B15

Encyclopedia of Associations (if need warrants) B3

An encyclopedia yearbook See Note p.

Guinness Book of World Records B12

Information Please Almanac B1

National Five Digit Code and Post Office

Directory B6

Readers' Guide to Periodical Literature

or Abridged Readers' Guide B13
and Note

World Almanac and Book of Facts B2

Every 5-6 Years

(on a rotating basis)

Academic American Encyclopedia B7

Encyclopedia Americana B8

World Book Encyclopedia B9

Group 1

Best Encyclopedias B10

Famous First Facts B11

Foundation Directory B4

Hooper Directory of Texas Foundations B5

C. BIOGRAPHY AND RELATED AREAS

Retrospective Sources

This chapter focuses on general biographical sources, with limited attention given to genealogy, heraldry, and names. Specialized biographies are listed with subject fields—authors with literature, artists with art, etc. The types of general sources included are indexes to biography and biographical dictionaries—contemporary, retrospective, and those which combine individuals from the past and the current scene. Some dictionaries provide only the most basic data and are sometimes called biographical directories; others discuss the lives and accomplishments of each person included. Biographical reference books are numerous, and often expensive, making it difficult to select a limited number which are likely to meet the demands made upon libraries in this popular area. In addition to the works cited in this chapter, librarians are reminded that general encyclopedias include important historical figures and current personalities. Encyclopedia yearbooks often include persons who have gained recent recognition. Periodicals indexes provide access to articles about persons of contemporary significance as well as important persons from the past.

General Biography

- C1. Biography Almanac. Annie Brewer, ed. Gale, 1981-1985. 2v. 1,164p. \$88/set 0-8103-1634-4. Supplement. \$35 0-8103-1631-5
Brief identification is provided for 25,500 individuals (23,000 in the main set and 2,500 in the Supplement), with references to additional biographical data in some 350 sources. Emphasis is on the famous and infamous from biblical times to the present. Volume 1 is alphabetical by name; Vol. 2 provides chronological and geographical indexing. The supplement adds individuals and update information on subjects in the main set. An ALA Outstanding Reference Source of 1981.

Note: Biography Index (H.W. Wilson, 1947 to date. Quarterly with annual and 3-year cumulation. \$75/yr. ISSN 0006-3053) is a more extensive service which covers some 2,600 periodicals and 900 biographies annually. Subscription should be based upon the size and strength of the periodicals collection.

- C2. Biographical Dictionary of the Confederacy. Jon L. Wakelyn. Greenwood Press, 1977. 601p. \$49.95 0-8371-6124-X

The 651 biographies of Confederate leaders include not only generals and other military figures, but office holders on national and state levels, businessmen, scientists, industrialists, and others who made a significant contribution to the war effort. Biographies, averaging 200-300 words, cite 1 or 2 sources for further information. Appendixes include listings by geographical area, mobility, occupation, religion, education, and political party. Indexed.

- C3. Dictionary of American Negro Biography. Rayford W. Logan and Michael R. Winston. Norton, 1983. 680p. \$50 0-393-01513-0

Signed articles, based on scholarly research, are for some 600 historically significant American Negroes, who died prior to January 1, 1970. Entries, which range in length from a column to several pages, include primary and secondary sources. An ALA Outstanding Reference Source of 1983.

- C4. Dictionary of American Biography. Ed. under the auspices of the American Council of Learned Societies. Scribner's, 1946. 11v. plus index. (Reprint \$95/v.; index \$12.95pa.) Supplements 1-8, 1944-1986. \$70/ea. \$1,100/17v. set 0-684-17323-9

All libraries able to purchase this expensive set should do so. The original 20v. work and index appeared between 1928-37. The current reprint on thin paper includes the original volumes and index, and 8 supplements (in 6v.). It is a classic set which offers evaluative articles on noteworthy deceased persons who resided in what is now the United States. For the early period, British officers who served in America after the colonists declared independence are excluded. The long, analytical articles, written and signed by subject experts, cover some 16,500 notables who died prior to 1970. Bibliographies of primary and secondary sources are appended. Libraries unable to purchase this preeminent biographical dictionary should hold the Concise version (see below).

- C5. Concise Dictionary of American Biography. 3d ed. Complete to 1960. Scribner's, 1980. 1,333p. \$80 0-684-16631-3

This condensed version of Dictionary of American Biography (above) contains more than 17,000 brief

entries (essential facts) for persons covered in the original set and the first 6 supplements (excluding those in 7 and 8). Bibliographical notes are omitted. Although this work is not a substitute for the DAB, it is a useful source for libraries unable to afford the parent set.

- C6. Concise Dictionary of National Biography. Oxford University Press, 1953-1961. 2v. v.1 \$55 1,514p. 0-19-865301-8; v.2 748p. \$34.50 0-19-865303-4

These two volumes offer condensed coverage for figures included in Dictionary of National Biography (Smith, Elder, 1908-09. 22v. \$1,108 0-19-865101-5. Supplements 2-8. 1912-1918. 7v. \$584), the authoritative and comprehensive British biography. Volume 1 covers the period to 1900; v. 2 covers 1900-1970.

- C7. McGraw-Hill Encyclopedia of World Biography. McGraw-Hill, 1973. 12v. \$550/set 0-07-079633-5

This work is designed to meet the needs of public, college, and school libraries at the junior and senior high school levels. The set includes some 5,000 deceased world leaders from all times, in signed articles which vary from 500 to 3,500 words in length. Some 6,000 portraits and other illustrations, as well as bibliographies, support the text. The analytical index contains 100,000 entries for locating material on persons, places, events, inventions, and many other topics.

- C8. Notable American Women, 1607-1950: A Biographical Dictionary. Belknap Press of Harvard University Press, 1971. 3v. \$90 0-674-62731-8; \$32.50pa. 0-674-62734-2

Notable American Women: The Modern Period. Harvard University Press, 1980. 773p. \$35 0-674-62732-6

Modeled after Dictionary of American Biography (see above), this work consists of long, signed articles for 1,359 women in the original 3 vols. and 442 in the supplementary volume, all of whom died before 1976. Length of the articles depend upon prominence of the individuals, complexity of the career, or availability of material. Only one group of women, wives of U.S. presidents, are included because of their husband's prominence. Some biographees were not U.S. citizens but resided in this country and took a prominent role here.

- C9. Current Biography. H.W. Wilson, 1940 to date. Monthly except Dec. \$42/yr. ISSN 0011-3344

- C10. Current Biography Yearbook. H.W. Wilson, 1940 to date. Annual. 1987 ed., \$42 1940-1986, \$35/v. ISSN 0084-9499

- C11. Current Biography Cumulative Index, 1940-1985. H.W. Wilson, 1986. 123p. \$12 0-8242-07622-X
The monthly issues of Current Biography each include 16-18 profiles of contemporary leaders in all fields of human endeavor from throughout the world—politicians, diplomats, scientists, writers, musicians, athletes, motion picture and TV personalities, and other newsworthy individuals. The biographical sketches, which average 2,500 words in length, are lively, accurate, and informative, and are supported by photographs and bibliographies. Obituaries of those previously profiled in the series also are included. Each year in December the monthly issues are cumulated in one alphabet in a hardcover volume, Current Biography Yearbook, which is sold separately. Each Yearbook contains a cumulative index to the articles for all previous annuals of the decade. Libraries unable to subscribe to both formats usually select the Yearbook. Libraries which hold a long run of the set may find the Current Biography Cumulative Index 1940-1985 useful.

- C12. Who's Who in America: A Biographical Dictionary of Notable Living Men and Women. Marquis, 1899 to date. Biennial. 1985-86 ed., 2v. \$150/set.
Some 75,000 men and women of distinction are included in the current volume of this standard dictionary of contemporary biography. Those included either hold positions of importance in our society or are prominent in their fields of endeavor. Biographical information is concise and includes only the basic data and accomplishments. Each biennial is thoroughly revised, with new biographies added and others dropped (if deceased or no longer prominent).

Note: Those sketches removed from Who's Who in America because of death are included in the next volume of Who Was Who in America (Marquis, 1942 to date. Irregular. 8v. published through 1985. Varying prices. 1985 ed., v.8 \$69.50 0-8379-0214-2)

- C13. Who's Who in the South and Southwest: A Biographical Dictionary of Noteworthy Men and Women of the Southern and Southwestern States. Marquis, 1950 to date. Biennial. 1984-85 ed., \$99.50 0-8379-0819-1

There are 4 regional sets which are designed to supplement Who's Who in America (see above). Some 20,000 persons, chosen for their prominence in the region, are included in each. Who's Who in the South and Southwest covers 14 states, Texas among them, Puerto Rico, the Virgin Islands, and some individuals from Mexico. Persons included are chosen for their "reference usefulness." The other volumes in the series are for the East, Midwest, and West.

Current and Retrospective Sources

- C14. Webster's Biographical Dictionary: A Dictionary of Names of Noteworthy Persons, with Pronunciations and Concise Biographies.

Merriam, 1983. 1,694p. \$18.95 0-87779-081-6

Brief entries cover some 40,000 persons, from all countries and all times, but only a small percentage are living. Emphasis is on British and American figures. Entries vary from a few sentences to a page and provide pronunciations, dates, and the chief contributions for each person. Though useful as a quick reference tool, the work needs complete revision; since it appeared in 1940, the periodic updating has been superficial. Libraries holding a reasonably current edition may not wish to purchase the 1983 edition.

Genealogy

The titles listed here are confined to manuals and guides to genealogical searching, which include procedures and list basic tools and records needed for research.

- C15. Ancestry's Guide to Research: Case Studies in American Genealogy. Johni Cerny and Arlene Eakle. Ancestry Publishing, 1985. 364p. \$10.95 0-916489-01-9

This work is a companion volume to The Source (see below). Using a case study approach, this highly authoritative work, provides instruction for the beginning searcher in tracing ancestors.

- C16. Genealogical and Local History Books in Print. 4th ed. Nettl Schreiner Yantis. Genealogical Books in Print, 1985. 2v. 1,722p. \$45/set 0-89157-033-0

More than 30,000 local histories and family genealogies are listed, some with annotations. Publisher's addresses are included, an important feature, since many are small historical societies and individuals.

- C17. Guide to Genealogical Research in the National Archives. U.S. National Archives and Records Service, comp. National Archives Trust Board, 1983. 304p. \$25 0-911333-00-2; \$19pa. 0-911333-01-0

This guide provides detailed listings for census, naturalization, military, land claim, and other records in the National Archives. There also is valuable information on using federal records, finding aids, microfilm, and special programs of the National Archives.

- C18. The Source: A Guidebook of American Genealogy.

Arlene Eakle and John Cerny, eds. Ancestry Publishing, 1984. 786p. \$39.95 0-916489-00-0

Named an ALA Outstanding Reference Source of 1984, this work is useful to the novice searcher, as well as the professional genealogist. Its 23 chapters by 16 experts cover all aspects of genealogical research—major records, published sources, and special resources such as Spanish and Mexican records of the Southwest, American Indian, blacks, Asian-American, Jewish-American, etc. An excellent choice.

Note: Tracing Your Ancestry: A Step-by-Step Guide to Researching Your Family History, by F. Wilbur Helmbold (Oxmoor, 1978. \$5.29pa. 0-8487-0486-X) is another useful basic guide.

Heraldry

- C19. Boutell's Heraldry. Charles Boutell. Rev. by J.P. Brooke-Little. Warne, 1983. \$35 0-7232-3093-5

Libraries holding the 1978 ed. of this standard source on British heraldry may not wish to purchase the update, since there are only minor changes. The work has gone through many revisions since the first edition in 1863. Illustrations include color plates and line drawings.

Flags

- C20. Flags of the World. 2d ed. with revs. and suppl. E.M.C. Barraclough and W.G. Crampton, eds. Warne, 1981. 262p. \$30 0-7232-2797-7
- First published in 1897, this work is the standard reference tool on flags. It provides histories and descriptions of flags of individual nations, states, merchant ships, yachts, international organizations, and signal flags. There are numerous color plates and over 500 line drawings.

New material for the period 1978-81 is included in a supplementary sections, the only updating of the previous edition.

Note: A Guide to the Flags of the World, ed. by Mauro Talocci and Whitney Smith (Morrow, 1982. \$12.50pa. 0-688-01141-1) is a less expensive work which probably will meet most library needs on the topic.

Names

- C21. The Dictionary of Historic Nicknames: A Treasury of More than 7,500 Famous and Infamous Nicknames for World History. Carl Sifakis. Facts on File, 1984. 566p. \$29.95 0-87196-561-5; \$14.95pa. 0-8160-1370-5

There are nicknames and their origins for 7,500 people, ranging from Egyptian pharaohs to contemporary celebrities. The arrangement is alphabetical, with nicknames and real names cross-referenced to each other. Indexing is by occupations and other appropriate categories.

Note: American Nicknames, 2d ed., by George Earlie Shankle (H.W. Wilson, 1955. 524p. \$28 0-8242-0004-7), another standard work, includes nicknames for people, places, events, etc., which are important to American history and culture. Twentieth-Century American Nicknames, ed. by Lawrence Urdang; comp. by Walter C. Kidney and George C. Kohn (H.W. Wilson, 1979. 398p. \$30 0-8242-0642-8) lists 4,000 nicknames for persons, places, and events of this century.

- C22. Facts on File Dictionary of First Names. Leslie Dunkling and William Gosling. Facts on File, 1984. 320p. \$19.95 0-87196-274-8
This volume, the most extensive on first names for the English-speaking world, includes some 4,500 entries, which often mention diminutives and related names. Information for each includes origin (if known), exact or probable meaning, literary uses, and popularity, the latter based on surveys and other cited sources.

- C23. What Shall We Name the Baby? Winthrop Ames, ed. Simon & Schuster, 1959. 187p. \$4.95pa. 0-671-81210-6
Parents seeking historical, ethnic, popular, or symbolic names will find this standard guide useful. There are numerous other such sources concerned with selecting a name for the baby.

SUGGESTED PURCHASING PLAN BIOGRAPHY AND RELATED AREAS

Annual

Current Biography and/or Current Biography Yearbook C9, C10

Biennial

Who's Who in America C12
Who's Who in the South and Southwest C13

Group 1

Dictionary of American Biography C4
(if need warrants) or Concise Dictionary of American Biography C5
McGraw-Hill Encyclopedia of World Biography C7
Notable American Women C8
The Source C18
Webster's Biographical Dictionary C14

Group 2

Ancestor's Guide to Research C15
Biography Almanac C1
Dictionary of American Negro Biography C3
Dictionary of Historic Nicknames C21

Group 3

Biographical Dictionary of the Confederacy C2
Concise Dictionary of National Biography C6
Genealogical and Local History Books in Print C16
Guide to Genealogical Research in the National Archives C17

Group 4

Boutell's Heraldry C19
Current Biography Cumulative Index, 1940-1985 C11
Flags of the World C20
Facts on File Dictionary of First Names C22
What Shall We Name the Baby? C23

D. PHILOSOPHY, RELIGION, AND ETHICS

This chapter is divided into four main sections--philosophy; religion, with subsections by types of sources; the Bible; and ethics. Mythology, folklore, and legend also are a subsection under religion. Most libraries require only a few reference tools for philosophy and ethics but a number for religion--encyclopedias, dictionaries, and handbooks for both Christian and non-Christian religions, as well as yearbooks and directories of churches and other religious groups. Reference tools about the Bible--concordances, quotation books, commentaries, atlases, and dictionaries--also are required. It should be noted that there is considerable overlap with the four major areas covered in this chapter, and that some of the reference works are as useful in one field as another.

Philosophy

- D1. Dictionary of Philosophy. 2d ed. Anthony Flew and Jennifer Speake, eds. St. Martin's, 1984. 351p. \$22.50 0-312-20924-X; \$8.95 0-312-20923-1
Terms, ideas, philosophers, movements, etc. are entered in brief articles. Biographical entries, especially of major figures, tend to be longer. Libraries holding the earlier edition of this work (1979) need not purchase the update, since it reflects only limited change.
- D2. Dictionary of Philosophy and Religion: Eastern and Western Thought. William L. Reese. Humanities, 1980. \$29.95 0-391-00688-6; \$19.95 0-391-00941-9
Terms, thoughts, ideas, philosophers and religious leaders, and individual works are covered by this excellent dictionary.
- D3. Dictionary of the History of Ideas: Studies of Pivotal Ideas. Phillip P. Wiener, ed. Scribner's, 1983. 5v. \$67.50/set, pa. 0-684-16418-3
This reprint of a standard set which appeared in 1973 contains 311 articles covering a wide range of topics encompassing all of the liberal arts--philosophy, history, religion, literature--the fine arts, the sciences, and the social sciences. Emphasis is on interdisciplinary, cross-cultural relationships. Articles are alphabetically arranged and include bibliographies; Vol. 5 is an index to the set.

Note: Libraries holding Dictionary of Philosophy and Psychology by James Mark Baldwin (1901-05), which was the first encyclopedia on the subject, still will find it useful for many topics. It is available in a reprint edition (Peter Smith, 1960. 3v. in 4. v.1-2, \$27/ea. 0-8446-1047-X, 0-8446-1048-8; v.3 in 2 pts., \$24/ea. 0-8446-1049-6, 0-8446-1050-X). Encyclopedia of Philosophy, ed. by Paul Edwards (Macmillan, 1969. Reprint 1973. 4v. 2,400p. \$260/set 0-02-894950-1) is a basic tool containing 1,500 articles of substantial length; some libraries may have a need for this more extensive source.

Religion

Encyclopedias and Dictionaries

- D4. Abingdon Dictionary of Living Religions. Keith Crim et al, eds. Abingdon, 1981. 864p. \$17.95 0-678-00409-8
There is an extensive article on each major religious tradition and briefer articles on beliefs, major figures, sacred books, and other topics, some 1,600 in all.
- D5. Dictionary of Comparative Religion. S.G.F. Brandon, gen. ed. Scribner's, 1970. 704p. \$50 0-684-15561-3
The concise entries in this basic work cover iconography, philosophy, anthropology, and the psychology of primitive, ancient, Asian, and Western religions. Bibliographies end most articles. There are two indexes: a detailed subject index, and a synoptic index which groups articles related to each religious group.
- D6. Dictionary of Saints. John Delaney. Doubleday, 1980. 647p. \$22.50 0-385-13594-7
Some 5,000 saints are discussed in concise articles, directed toward a popular audience. Information that is factual and that which is legendary is differentiated. There are lists of saints as patrons and as symbols in art.
- D7. The Encyclopedia of American Religions. 2d ed. J. Gordon Melton, ed. Gale, 1986. 1,200p. \$165 0-8103-2133-5
This standard work covers 22 religious "families" whose member churches are related historically, geographically, or theologically. Information about the history, practices, and beliefs of each body is given, as well as information concerning

leaders, locations, and related groups. A supplement updates the original edition (2v., 1978) (Gale, 1985. 1,200p. \$75pa. 0-8103-2091-6); libraries holding that edition may wish to purchase the supplement instead of the revision.

- D8. The Encyclopedia of Unbelief. Gordon Stein, ed. Prometheus Books, 1985. 2v. 819p. \$99.95 0-87975-307-2

Unbelief is defined as not holding orthodox or traditional opinions on religious matters--heresy, blasphemy, rejection of belief, atheism, agnosticism, humanism, and rationalism. The work contains 203 alphabetically arranged articles, which range in length from 75 to 20,000 words, many of which are biographical. Others include entries for terms, movements, groups, geographical areas, unbelief in literature and the arts, etc. This is a major work on the subject.

- D9. Facts on File Dictionary of Religion. John R. Hinnells, ed. Facts on File, 1984. 550p. \$24.95 0-87196-862-2

Named an ALA Outstanding Reference Source of 1984, this work focuses on current religious practices. It is similar to Dictionary of Comparative Religions (D5) but complements it rather than replaces it. Some three-fourths of the entries are for non-Christian religions.

Note: Religions of the World by Niels C. Nielsen et al (St. Martin's, 1983. 688p. \$28.95 0-312-67121-0) is another useful work on both living religions and religions of the past. A Handbook of Living Religions, ed. by John R. Hinnells (Viking, 1984. 528p. \$25 0-670-80037-6) is another excellent survey of 20th century religions.

- D10. A Guide to Jewish Religious Practice. Isaac Klein. Ktav/Jewish Theological Seminary of American, 1979. 588p. \$20 0-87334-004-3

This work includes a summary of rules and regulations observed by Conservative Jewish practice.

Note: Jewish Family Celebrations: The Sabbath, Festivals, and Ceremonies by Arlene R. Cardozo (St. Martin's, 1982. 268p. \$17.50 0-312-44231-9; \$6.95pa. 0-312-44232-7) is not a reference book in the strictest sense but will answer questions concerning Jewish celebrations.

- D11. Handbook of Denominations in the United States. 8th ed. Frank S. Mead and Samuel S. Hill, eds. Abingdon, 1985. 400p. \$19.95 0-687-16571-7

This work contains the history, doctrine, governmental organizations, and current statistics for some 250 American religious bodies. Addresses for the denominational headquarters are in the Appendix.

- D12. Modern Catholic Dictionary. John A. Hardon. Doubleday, 1980. 624p. \$22.95 0-385-12162-8
- There are explanations of dogma, liturgy, ritual, and canon law; biographies of biblical persons; terms and concepts used in theology, scholastic philosophy, and Catholic tradition.

Note: Other dictionaries with a Catholic viewpoint include Dictionary of Theology, 2d ed., by Karl Rahner and Herbert Vorgrimel (Crossroad, 1985. 548p. \$17.50pa. 0-8245-0691-X), and the more extensive Encyclopedic Dictionary of Religion, ed. by Paul K. Meagher et al (Catholic University Press, 1979. 3v. 3,815p. \$69.95 0-9602572-3-3). Some libraries will require New Catholic Encyclopedia, prep. by the ed. staff, Catholic University of America (McGraw-Hill, 1967. Reprint, Publishers Guild, 1981. 17v. \$750 0-07-0102-X), which includes both general and religious topics; it is considered an essential reference tool in Catholic schools and in large libraries. Other works which some libraries may require are Encyclopaedia Judaica (Macmillan, 1971. 16v. Keter, 1972) and its supplement, Decennial, 1973-82 (17v./set \$395); the important new work, The Encyclopedia of Religion (Macmillan, 1986. 16v. \$1,100/set 0-02-949080-1); and World Christian Encyclopedia: A Comparative Study of Churches and Religions of the Modern World, AD 1900-2000, ed. by David B. Barrett (Oxford University Press, 1982. 1,010p. \$145 0-19-572835-6). An old work, Encyclopedia of Religion and Ethics by James Hastings with John A. Selbie and Louis Gray (Scribner's, 1908-37. 13v. Reprint by T.&T. Clark, Ltd. \$499.95/set 0-507-065-14-6) is still standard in libraries of all sizes.

Yearbooks

- D13. American Jewish Yearbook. Jewish Publications, 1899 to date. Annual. 1986 ed., \$25.95 516p. ISSN 0065-8987

This annual reviews important events related to Jewish life, prominent Jewish personalities, and bibliographies of significant writings. It also includes statistical data.

- D14. Catholic Almanac. Our Sunday Visitor, 1904 to date. Annual. 1987 ed., \$13.95pa. ISSN 0069-1254
There is a news section, arranged by months and days, as well as survey articles about the year's religious events of interest to Catholics, special reports on the status of the church, obituaries of famous personages, statistics, and other useful data.

- D15. Yearbook of American and Canadian Churches. Abingdon, 1916 to date. 1986 ed., \$15.95pa. ISSN 0084-3644
This yearbook for Catholic, Protestant, and Jewish activities includes a religious calendar, directory of religious bodies, lists of church and religious-related colleges and universities, directories of religious agencies, and other directory, statistical, and historical information.

Mythology, Folklore, and Legend

- D16. The Dictionary of Classical Mythology. Pierre Grimal. Basil Blackwell, 1986. 603p. \$34.95 0-631-13209-0
This scholarly work probably will become a standard. It identifies gods, goddesses, heroes, and mortals of Greek and Roman mythology, in entries that range from a paragraph to many pages. Each figure is identified by every name known in literature and legend. There also are tables of genealogical and other relationships, summaries of legends, black-and-white illustrations, and a detailed index.

- D17. Funk and Wagnalls Standard Dictionary of Folklore, Mythology and Legend. Maria Leach, ed. Funk & Wagnalls, 1973. \$29.95pa. 0-06-250511-4
The current edition, a reissue with minor changes of a 2-volume work (1949-50), is a standard reference work on the topic. Survey articles discuss regions and special subjects; e.g., fairy tales, ballads, dances, etc. Concise articles treat gods, heroes, customs, beliefs, motifs, and other topics on world cultures.

- D18. The Illustrated Dictionary of Greek and Roman Mythology. Michael Stapleton. Peter Bedrick; distr. by Harper, 1986. 224p. \$17.95 0-87226-063-1
Designed for a popular audience, this work identifies gods, goddesses, and heroes in classical mythology and summarizes works about mythological figures--Argonautica, Aeneid by Homer, major plays of Athenian tragedy, etc.

Note: A Dictionary of World Mythology by Arthur Cotterell (Putnam, 1980. 256p. \$8.95pa. 0-399-50619-5) is a reprint of another quality work.

Bible

Commentaries

- D19. Interpreter's One-Volume Commentary on the Bible. Charles M. Laymon, ed. Abingdon, 1971. 1,386p. \$24.95 0-687-19299-4
Intended for both the clergy and laity, this work offers an authoritative guide to interpretations of each book of the Bible and the Apocrypha. General articles, a chronology, and full-color maps enhance its usefulness as a reference tool.
- D20. Jerome Bible Commentary. Raymond E. Brown et al, eds. Prentice-Hall, 1969. 2v. in 1. 1,536p. \$59.95 0-13-509612-X
Line-by-line explanations and discussions for the entire Bible were prepared by distinguished Catholic scholars. There are extensive cross-references and an index.
- D21. New Bible Commentary. Rev. 3d ed. Donald Guthrie et al, eds. Eerdmans, 1970. 1,310p. \$24.95 0-8028-2281-9
This work represents conservative evangelical Protestant scholarship. There are a number of general articles and commentaries on the 66 books of the Bible.

Note: A recent work should be noted, The International Bible Commentary (Zondervan, 1986. 1,050p. \$14.95 0-310-22020-3), which follows the New International Version text.

Concordances

- D22. Nelson's Complete Concordance of the New American Bible. Stephen J. Hartdegen, ed. Nelson, 1977. 1,274p. \$44.95 0-8407-4900-7
This concordance includes 18,000 alphabetically arranged terms with references to 300,000 Bible entries, based on a 1970 translation of the Scriptures for Catholics.
- D23. Nelson's Complete Concordance of the Revised Standard Version of the Bible. 2d ed. John W. Ellison. Nelson, 1985. 1,136p. \$29.95 0-8407-4854-6

The 2d ed. is a reformatting of the original edition (1978) in a more convenient form, rather than a revision. It represents an exhaustive treatment of the Revised Standard Version, locating all words used.

- D24. Modern Concordance to the New Testament. Michael Darton, ed. Doubleday, 1976. 788p. \$12.95 0-385-7901-X

This thematic and verbal concordance is edited for use with 6 different English versions of the New Testament: Jerusalem Bible, King James Version, Revised Standard Version, New American Bible, New English Bible, and Living Bible.

- D25. New Strong's Exhaustive Concordance of the Bible. 2d ed. James Strong. Thomas Nelson, 1984. \$14.95 0-8407-5360-8

An update of a 1980 work, this is the most comprehensive concordance of the King James Version of the Bible available. There also contains a Key Verse Comparison Chart for the 6 major modern versions of the Bible.

Dictionaries and Handbooks

- D26. Harper's Bible Dictionary. Paul J. Achtemeier and the Society of Biblical Literature. Harper, 1985. 1,178p. \$27.50 0-06-069862-4

Alphabetically arranged entries, written by 179 Protestant, Catholic, and Jewish scholars, deal with all important persons and places in all books of the Bible, including the Apocrypha, as well as theological terms, archaeological sites, and words used in the Bible in important or unusual ways. The 3,700 entries are supported by black-and-white and full-color photographs, line drawings, charts, and tables.

- D27. The Lion Encyclopedia of the Bible. New rev. ed. Pat Alexander et al, eds. Lion Publishing, 1705 Hubbard Ave., Batavia, IL 60510, 1986. 352p. \$24.95 0-7459-1113-7

This work, a revision of Eerdman Family Encyclopedic Encyclopedia (1978), provides a wealth of factual, easy-to-read information on all aspects of the Bible—people, places, key teachings, archaeology, etc. It also includes a narrative section on everyday life in biblical times, illustrations, and photographs.

- D28. Abingdon Bible Handbook. Rev. ed. Edward P. Blair.

Abingdon, 1982. 528p. \$23.95 0-687-00170-6

The three sections—"The Bible Today," "The Bible in History," and "The Bible and Faith and Life"—are designed as an aid to serious study. Various modern scholarly interpretations are included.

Note: Interpreter's Dictionary of the Bible, ed. by George Arthur Buttrick and Keith R. Crim (Abingdon, 1962. Reprint 1976. 5v. \$112 0-687-19268-4) is a scholarly encyclopedic work designed for professionals, students, and laypersons. Dictionary of the Bible, rev. ed. by James Hastings (Scribner's, 1963. 1,059p. \$50 0-684-15556-7) is another standard work written from a Protestant viewpoint.

Quotations

- D29. Biblical Quotations. Jennifer Speake, ed. Facts on File, 1983. 203p. \$19.95 0-87196-241-1

This excellent survey of favorite Bible quotations uses the language of the Authorized or King James Versions of the Bible. Indexing is by key word and well-known phrases.

- D30. The Complete Book of Bible Quotations. Mark L. Levine and Eugene Rachlis, eds. Pocket, 1986. 568p. \$12.95pa. 0-671-49864-9

Some 5,000 quotes from the King James Version are arranged under 800 subject headings. Quotes are selected for style and beauty, as well as usefulness in illustrating an idea. There is keyword indexing to all significant words.

Atlases

- D31. Atlas of the Bible. John Rogerson. Facts on File, 1985. 237p. \$40 0-8160-1207-5

This beautiful, detailed view of Bible lands is of special value to students and teachers. There are 43 especially drawn maps and 285 color illustrations, including aerial photographs.

Note: Two other recommended Bible atlases are Oxford Bible Atlas, ed. by Herbert G. Mays (Oxford University Press, 1984. 144p. \$18.95 0-19-143452-3; \$8.95pa. 0-19-143451-5), and Macmillan Bible Atlas, rev. ed. by Yohanan Aharoni and Michael Avi-Yonah (Macmillan, 1977. 184p. \$25.95 0-02-500590-1).

Ethics

- D32. Bioethics: A Guide to Information Sources. Doris M. Goldstein. Gale, 1982. 366p. \$62.
0-8103-1502-5

Some 1,000 items on bioethics published between 1973 and 1981 are arranged topically.

- D33. Encyclopedia of Bioethics. Warren T. Reich, ed. Free Press, 1978. 4v. \$250/set
0-02-926060-4

This is the first set to deal with ethical problems which stem from life, death, and health; e.g., human experimentation, genetic intervention, behavior control, prolongation of life, the definition of death, etc. In addition to 315 lengthy articles, there are copies of numerous codes of the health-care professions.

- D34. The Westminster Dictionary of Christian Ethics. Rev. ed. James F. Childress and John Macquarrie, eds. Westminster, 1986. 678p. \$34.95 0-664-20940-8

A substantial revision and expansion of Dictionary of Christian Ethics (1967), this work reflects contemporary ideas in Christian ethics and moral theology. Some 620 entries cover basic ethical concepts and problems, biblical ethics, theological ethics, and major non-christian ethical traditions.

**SUGGESTED PURCHASE PLAN
PHILOSOPHY, RELIGION, AND ETHICS**

Annual

(or as often as possible)

Yearbook of American and Canadian Churches D15

Every 2-3 Years

American Jewish Yearbook D13

Catholic Annual D14

Group 1

Dictionary of Philosophy & Religion: East and
West D2

Dictionary of Comparative Religion D5

Handbook of Denominations in the U.S. D11

Dictionary of Classical Mythology D16

Harper's Bible Dictionary D26

New Strong's Exhaustive Concordance... D25

Group 2

Complete Book of Bible Quotations D30

Dictionary of the History of Ideas D3

Facts on File Dictionary of Religions D9

Interpreter's One-Volume Commentary D19

Modern Catholic Dictionary D12

Modern Concordance to the New Testament D24

Group 3

Dictionary of Philosophy D1

Guide to Jewish Religious Practices D10

Illustrated Dictionary of Greek and Roman
Mythology D18

Jerome Commentary D20

Nelson's Complete Concordance of the New
American Bible D22

Westminster Dictionary of Christian Ethics D34

Group 4

Abingdon Bible Handbook D28

Abingdon Dictionary of Living Religions D4

Encyclopedia of Bioethics D33

Funk & Wagnalls Dictionary of Folklore... D17

Nelson's Complete Concordance of the Revised
Standard... D23

New Bible Commentary D21

Group 5

Atlas of the Bible D31

Biblical Quotations D29

Bioethics D32

Dictionary of Saints D6

Encyclopedia of American Religions D7

Encyclopedia of Unbelief D8

Lion Encyclopedia of the Bible D27

E. LANGUAGE DICTIONARIES

Dictionaries are basic reference tools in all types and sizes of libraries. One uses general language dictionaries most frequently to find definitions, spellings, pronunciations, and syllabication. A good dictionary, however, includes other useful data: etymologies (which often provide a better understanding of a word's meaning), synonyms and antonyms, variant spellings (British), and grammar. Foreign words and phrases often used in English, common abbreviations, and slang words and expressions also may be included. Some general dictionaries contain major place names--cities, historical locations, rivers, mountains, and other geographic features--and major personal names--authors, historical figures, biblical and mythological names.

Dictionaries are categorized in terms of size (word count), audience (adult or juvenile), and special purpose (slang, synonym and antonym), which is the way they are organized in this chapter. Foreign-language dictionaries (English and another language, sometimes called translating dictionaries), for the most common European languages are included, as well as ones which meet more recent language needs--Vietnamese, Cambodian--and regional Spanish. Dictionaries which confine themselves to words with special meanings in a field, however, are listed in the chapters which pertain to that subject area--medical dictionaries with Health Science in Chapter T, dictionaries of real estate terms in Chapter S, Business and Economics, etc. The term "dictionary" also may be used in titles to denote that the work is arranged alphabetically.

General Language Dictionaries

Unabridged

- E1. Random House Dictionary of the English Language.
2d ed. Stuart B. Flexner, ed.-in-chief.
Random House, 1987. 2,500p. \$79.95
0-394-50050-4

Though not as extensive as Webster's Third (see below), this is an authoritative dictionary which is useful to a wide range of readers. The some 275,000 entries include biographical and geographical names, foreign words and phrases, abbreviations, and popular proverbs and mottos, as well as titles of major literary, musical, and artistic works. Definitions are arranged in descending order according to frequency of use. A large Appendix contains 12 supplements (4 concise foreign language dictionaries, an atlas, the U.S.

Constitution, etc.). At this writing, the new RH has just been released and has not been critically reviewed.

- E2. Webster's Third New International Dictionary.

Philip Gore and the Merriam-Webster ed. staff.
Merriam, 1961. 3,194p. \$79.95 0-87779-201-1

The current edition of this prestigious work, which dates back to 1828, appeared in 1961. Although it has not been completely revised since then, there are a number of later copyright dates resulting from Merriam's continuous revision policy (updating with each printing). This edition is vastly different from the previous one (2d ed., 1934), which is still found in many libraries. The revision's purpose is to record the language as it is used, not to indicate correct usage.

Restrictive labels (colloquial, etc.) are greatly reduced. Gazetteer and biographical entries, foreign words and phrases, literary allusions, and words which became obsolete before 1755 have been deleted. Definitions contained in the 470,000 entries are in historical order and are usually clear and easily understood.

Desk Dictionaries

- E3. Webster's New World Dictionary of the American Language. 2d College ed. David B. Guralnik, ed. in chief. Simon & Schuster, 1970.
1,692p. \$17.95 0-671-47035-3

This excellent work emphasizes current written and spoken English. The 160,000 entries include people, places, foreign words and phrases, slang and colloquial words, abbreviations, and legendary, biblical, and classical names. Definitions, arranged in historical order, are precise and readable. Americanisms are marked with a star. Restrictive labels are applied to nonstandard words and usages. Vulgar slang, and ethnic and racial denigrations are excluded. Because of the editor's continuous revision policy, there are a number of more recent copyright dates.

- E4. Webster's Ninth New Collegiate Dictionary.

Frederick C. Mish, ed. Merriam, 1983.
1,563p. \$14.95 0-87779-508-8; thumb indexed,
\$15.95 0-87779-509-6

Based on Webster's Third (E2), this desk dictionary reflects the permissive-usage philosophy of the parent. The 160,000 entries, which include 22,000 new words and meanings, list all definitions in

historical order, but emphasize contemporary pronunciation, definitions, and usage. New to this edition is a date system which indicates the first use of a word and each added meaning. It also contains short discussions under entries for words commonly misused or which have disputed usage. This is one of the best abridged dictionaries and a must for all libraries.

Note: American Heritage Dictionary, 2d College ed., ed. by William Morris (Houghton Mifflin, 1982. 1,568p. \$14.95 0-395-32943-4; thumb indexed, \$15.95 0-395-32944-2) is another recommended work.

New Words

- E5. 12,000 Words: A Supplement to Webster's Third New International Dictionary. Merriam, 1987. 218p. \$10.95 0-97779-207-0

This supplement covers new words and meanings which have entered the language since Webster's Third (E2) was published in 1961. Two earlier supplements, which this work supersedes, were published in 1976 and 1983 respectively.

Note: The Barnhart Dictionary Companion: A Quarterly to Update the Dictionary, 1982 to date (Clarence L. Barnhart, P.O. Box 247, Cold Spring, N.Y. 10516. \$50/yr. ISSN 0736-1122) is a newsletter devoted to new words and meanings not found in current dictionaries.

Juvenile

- E6. Scott, Foresman Advanced Dictionary. E. L. Thorndike and Clarence L. Barnhart. Scott-Foresman, 1978. 1,186p. \$19.95 0-385-14852-6
- Adapted to the needs of high school students, this work is a revision of the Thorndike-Barnhart Advanced Dictionary, a standard of the 1940's and 1950's. Two other works are designed for younger students; Scott, Foresman Beginning Dictionary (Scott, Foresman, 1979. 718p. \$17.95 0-385-13330-8) with some 25,000 words and definitions for grades 3 through 8, and Scott, Foresman Intermediate Dictionary (Scott, Foresman, 1978. 1,066p. \$22.50 0-385-14853-4) for the middle grades.

- E7. Webster's School Dictionary. Merriam-Webster Staff. Merriam, 1980. 1,184p. \$12.95 0-8779-280-1
- Designed for high school students, this school dictionary includes 85,000 entries, with emphasis on the current language. The Appendix includes a biographical section, a geographical section, and a section on writing style. The other two dictionaries in the series are Webster's Intermediate Dictionary (Merriam, 1977. 960p. \$9.95 0-87779-379-4) and Webster's Elementary Dictionary (Merriam, 1980. 600p. \$10.95 0-87779-475-8).

- E8. World Book Dictionary. Clarence L. Barnhart and Robert K. Barnhart, eds. World Book. 1987 ed., 2,554p. 2v. Write for price information. (Around \$80)

Designed to complement World Book Encyclopedia (see Chapter B), this dictionary, which is updated annually, is directed toward approximately the same audience, upper elementary grades through high school and popular adult levels. It offers simplified treatment for 225,000 terms, with emphasis on the current language. The most common meanings are presented first.

Historical Dictionaries

- E9. The Shorter Oxford English Dictionary on Historical Principles. Prep. by William Little, H.W. Fowler and Jesse Coulson. Rev. and ed. by C.T. Onions. 3d ed. Clarendon Press, 1973. 2,672p. \$135 0-19-861126-9

This work is an abridgment of the original Oxford English Dictionary (see Note below), plus new words too recent to have been included in the original set, or old words omitted. The 1973 update also adds new words drawn from material assembled for the supplements to OED (see Note below). The Shorter OED present a miniature version of the parent work, which provides historical treatment of every word known to have been in use since 1150. Highly technical words and dialectal words after 1500 are omitted.

Note: Medium-sized libraries may need the complete edition of Oxford English Dictionary, ed. by James A.H. Murray et al (Clarendon Press, 1933. 12v. and suppl. \$850/set 0-19-8611101-3). The original title of the work, of which OED is a reissue, is New English Dictionary on Historical Principles (1888-1933). A Supplement to the Oxford English Dictionary

(Oxford University Press, 1972-1985. 4v. \$525 0-19-861115-3, -861123-4, -861124-2, and -861115-3) covers additions to the language after 1928, as well as words that came into use during compilation of the main dictionary from 1888 to 1928.

E10. Dictionary of American English on Historical

Principles. Sir William Alexander Craigie and James R. Hulbert. University of Chicago Press, 1936-44. 4v. \$300 0-226-11743-3; 0-226-11737-5; 0-226-11738-3; 0-226-11739-1

Compiled on historical principles, this work includes 50,000 words and phrases coined by Americans to the end of the 19th century. Words of American origin are indicated by a plus sign, and those English words which already existed but were given American meanings are indicated by an asterisk. Modeled after OED (see Note above), this work contains the same type of information.

Special Purpose Dictionaries

Abbreviations and Acronyms

- E11. Abbreviations Dictionary. 7th ed. Ralph De Sola. Elsevier, 1986. 1,240p. \$47.50 0-444-00807-1
In addition to abbreviations and acronyms, there also are entries for contractions, initials, slang shortcuts, and many other shortened forms. The more than 46,000 entries are alphabetically arranged.

Note: Acronyms, Initialism and Abbreviations

Dictionary. 10th ed. (Gale, 1986-87. 3v. 2,400p. \$170 0-8103-0683-2) provides a far more extensive treatment of abbreviations and other shortened forms, some 300,000 in the latest edition.

Crossword Puzzles

- E12. The New York Times Crossword Puzzle Dictionary. Thomas Pulliam and Clare Grundman, comps. Times Books, 1974. 685p. \$19.95 0-8129-1131-8; Warner, 1976. \$12.50pa. 0-446-38251-5
Some 40,000 main entries provide over 500,000 listings for synonymous terms.

Pronunciation

- E13. NBC Handbook of Pronunciations. 4th ed. Eugene H. Ehrlick and Raymond Hand. Harper & Row, 1984. 539p. \$15.95 0-06-181142-4

This work provides pronunciations for 21,000 common words and difficult names. Its purpose is as a quick-reference source for broadcasters, but it is equally useful to others.

Rhyming

- E14. Wood's Unabridged Rhyming Dictionary. Clement Wood. World, 1943; reprint Simon & Schuster, 1984. \$11.95pa. 0-671-53098-4

A comprehensive rhyming dictionary, this work is arranged by phonetic sounds and subdivided into groups of consonantal openings for single, double, and triple rhymes.

Slang and Regional English

- E15. Dictionary of American Regional English. Vol. 1, A-C. Harvard University Press, 1985. 903p. \$60 0-674-20511

The first of a projected 5v. set, and the only work of its kind, this dictionary will become a classic. It represents an effort to record systematically the variations in English spoken in different sections of the U.S. Each entry provides definitions, pronunciations, alternative forms, examples, references to dated sources, and an indication of where the word is used. Maps show distribution of many terms. This volume, and those to come, should be purchased by libraries able to afford them.

- E16. Dictionary of American Slang. 2d supplemented ed.

Harold Wentworth and Stuart Berg Flexner. Crowell, 1975. 766p. \$16.50 0-690-00670-5

This standard work provides over 22,000 definitions of American slang, illustrated with quotes showing usage. All periods are covered, but emphasis is on the modern period. The Appendix contains classified lists of slang expressions for the underworld, jazz, business, politics, and other special groups.

- E17. New Dictionary of American Slang. Robert L. Chapman, ed. Harper, 1986. 485p. \$21.95 0-06-181157-2

A worthy companion to Wentworth and Flexner (see above), on which it is based, this work provides a

general treatment of American slang. The 20,000 entries include many that are new and others that are revisions of the original.

Note: Dictionary of Slang and Unconventional English, 8th ed., by Eric Partridge (Macmillan, 1985. 1,408p. \$75 0-02-5949-80-2) is the classic British work, which also will be needed by many libraries.

Synonyms and Antonyms

E18. Roget's International Thesaurus. 4th ed. Peter M. Roget. Crowell, 1977. 1,347p. \$11.45 0-690-00010-3; thumb indexed, \$12.45 0-690-0010-1
The aim of his volume, a descendant of the classic work by Peter Mark Roget (1852), is to classify thought under some 990 categories, thereby offering the user a variety of ways to express an idea. The index is essential to use.

E19. Webster's Collegiate Thesaurus. Merriam, 1976. 944p. \$12.95 0-87779-069-8
Despite the term "thesaurus" in its title, this work is arranged alphabetically rather than in a classified arrangement. The 20,000 entries list synonyms, related words, contracted words (near synonyms), and antonyms—some 100,000 in all. A concise definition after each main entry is helpful, but differences in the use of words are not discussed, a disadvantage for many users.

E20. Webster's New Dictionary of Synonyms. 2d ed. Merriam, 1968. 944p. \$14.95 0-87779-241-0
This synonym dictionary is an outstanding work. It is alphabetically arranged with synonyms and similar words defined, carefully discriminated, and illustrated with thousands of quotations. The entries also include antonyms and analogous words.

Usage and Style Manuals

E21. The Elements of Style. 3d ed. William Strunk, Jr., with revisions, an introduction, and a chapter on writing by E.B. White. Macmillan, 1979. 86p. \$2.25pa. 0-02-418230-3
Rules of good usage are stated, followed by incorrect and correct examples. This slim volume, which is actually a handbook, is a valuable addition to any library. It is prescriptive, conservative, and brief, and the best book ever on how to write English prose.

E22. Harper Dictionary of Contemporary Usage. 2d ed. William Morris and Mary Morris. Harper, 1985. 641p. \$22 06-181606-X

This work treats virtually every aspect of the language—idioms, slang, vogue words, and regionalisms—providing valuable guidance on its use. The editors utilized a panel of writers, editors, and other experts on language who have offered their opinions on debatable points of usage.

E23. MLA Handbook for Writers of Research Papers. Modern Language Association. 2d ed. by Joseph Gibaldi and Walter S. Achtert. The Association, 1984. 221p. \$8.25pa. 0-87352-132-3
This update of a 1977 standard work, which reflects recent revisions of MLA style, has the college student as its primary audience. It contains rules on abbreviations, footnotes, bibliographies, and other matters related to term paper writing.

E24. A Manual for Writers of Term Papers, Theses and Dissertations. 5th ed. Kate L. Turabian. Rev. by Bonnie B. Honigsblum. University of Chicago Press, 1987. 300p. \$20 0-226-81624-9; \$7.95pa. 0-226-81625-7
This well-known handbook is based on The University of Chicago Manual of Style, 12th ed. (1969). The 13 chapters provide information on such topics as abbreviations, punctuation, capitalization, quotations, footnotes, and bibliographies. This is a standard guide for writing formal papers.

E25. Modern American Usage: A Guide. Wilson Follett; Jacque Barzun, ed. Hill & Wang, 1966. 436p. \$9.95 0-8090-0139-X
Despite its age, this standard work belongs in all libraries. Follett is a champion of good English usage who provides sound advice concerning the use and misuse of the language.

Note: Dictionary of Modern English Usage by Henry Watson Fowler, 2d ed. rev. by Sir Ernest Gowers (Hill & Wang, 1966. 725p. \$17.95 0-19-500153-2; \$8.95pa. 0-19-281389-7) is an often quoted British work which many libraries will need. Reference Handbook of Grammar and Usage: Derived from Index to English by Porter G. Perrin (Morrow, 1972. 297p. \$9.95 0-688-00061-X) considers some very basic questions not covered by other more sophisticated guides.

Foreign Words and Phrases

E26. Dictionary of Foreign Phrases and Abbreviations.

3d ed. Trans. & comp. by Kevin Guinagh. H.W. Wilson, 1982. \$35 0-8242-0675-4

A standard reference tool, this work pronounces, translates, and explains over 5,000 foreign phrases and abbreviations commonly used in English.

Note: Dictionary of Foreign Terms, 2d ed., C.O.

Sylvester Mawson, rev. and updated by Charter Berlitz (Crowell, 1975. \$7.50pa. 0-06-463494-9) is another standard work covering foreign words and phrases often used in English.

Foreign-Language Dictionaries

E27. Cassell's German-English, English-German

Dictionary. New Rev. ed. Harold T. Betteridge. Cassell, 1978. 1,580p. \$19.95 0-02-522920-6; thumb indexed, \$23.95 0-02-522930-3

E28. Cassell's Italian-English, English-Italian

Dictionary. Macmillan, 1977. \$19.95 0-02-522530-8; thumb indexed, \$23.95 0-02-522530-8

E29. Cassell's Latin Dictionary: Latin-English, English-

Latin. Macmillan, 1977. 904p. \$23.95 0-02-522580-4

E30. Cassell's Spanish-English, English-Spanish

Dictionary. Macmillan, 1978. 1,109p. \$19.95 0-02-522900-1; thumb-indexed, \$21.95 0-02-522910-9

E31. Collins-Robert French-English, English-French

Dictionary. Beryl T. Atkins et al. Collins, 1978. 781p. \$29.95 0-317-45617-2

Each of the above works is a standard translating dictionary for a major European language and Latin. If dictionaries for other Western languages are needed, the Cassell dictionaries, published in this country by Macmillan, are considered good choices.

E32. El Diccionario del Espanol Chicano. The Dictionary of Chicano Spanish. Rev. ed. Roberto O.

Galvan and Richard V. Teschner. Institute of Modern Languages, 4255 W. Touhy, Lincolnwood, IL 60646, 1977. \$7.95pa. 0-8325-9634-5

This work which serves as a supplement to other Spanish dictionaries, includes some 8,000 words and

phrases from conversational Spanish used in Texas and other southwestern states, Florida and California. Entries are for words not usually included in other Spanish-language dictionaries.

E33. Cambodian-English Dictionary. Robert K. Headley,

Jr., et al. Catholic University of America Press, 1977. 2v., 1,521p. \$59.95 0-8132-0509-3

Cambodian (Khmer) is the native language of over 7 million people who live in Cambodian, South Vietnam, Thailand, and Laos. This extensive dictionary attempts to include all Khmer words, with etymologies, pronunciation, and transliteration into English.

Note: Since the above work is extensive and scholarly, as well as expensive, some libraries may find it impractical for their needs. Cambodian-English Glossary by Franklin E. Huffman and Im Proum (Yale University Press, 1981. \$8.95pa. No ISBN) will serve less extensive needs at a reasonable price.

E34. Vietnamese-English, English-Vietnamese Dictionary.

Le-Ba-Kong and Le-Ba-Khank, eds. Ungar, 1979. \$35 0-8044-0310-4

Libraries requiring a Vietnamese-English, English-Vietnamese language dictionary will find this one useful.

Note: Vietnamese-English Phrase Book of Everyday Language by LeNgoc Diep. (Ungar, 1979. \$4.95pa. 0-8044-6392-1) will meet less extensive needs than the above work.

SUGGESTED PURCHASE PLAN—LANGUAGE DICTIONARIES

Group 1

Diccionario del Español Chicano E32
Dictionary of American Slang E16
Elements of Style E21
Harper Dictionary of Contemporary Usage E22
Webster's New Dictionary of Synonyms E20
Webster's Ninth... E4
Webster's Third... E2

Group 2

Abbreviations Dictionary E11
Dictionary of American Regional English E15
A Manual for Writers... E24
Modern English Usage E25
New Dictionary of American Slang E17
Random House Dictionary... E1
Roget's International Thesaurus... E18

Group 3

12,000 Words E5
Dictionary of Foreign Words... E26
MLA Handbook for Writers... E23
Shorter OED E9
Webster's Collegiate Thesaurus E19
Webster's New World... E3

Group 4

Cambodian-English Dictionary E33
Cassell's foreign-language dictionaries E27-30
Collins-Robert French-English...Dictionary E31
Scott, Foresman Advanced Dictionary E6
Vietnamese-English, English-Vietnamese
Dictionary E34

Group 5

Dictionary of American English on Historical
Principles E10
New York Times Crossword Puzzle Dictionary E12
NBC Handbook of Pronunciation E13
Webster's School Dictionary E7
Wood's Unabridged Rhyming... E14
World Book Dictionary E8

F. LITERATURE

The reference collection in literature receives heavy use in most libraries. The most frequent users are high school and college students who are preparing papers, reports, and other assignments. Other patrons may wish to locate a particular poem, find a plot summary, identify a quotation, or meet numerous other needs which the literature collection may satisfy. Reference sources for the field are numerous, making it difficult to decide which to list in this chapter. Selections included are a few bibliographies and indexes and a number of encyclopedias, dictionaries, and handbooks. A number of biographical sources are included, since they meet many basic needs. In addition to essential data about author's lives, they frequently include criticisms of writings, another area in heavy demand. Despite their excessive costs, there also are a few recommended sources which focus on criticism. The last section in the chapter lists quotation books, a basic type of source in the general library.

Bibliographies

- F1. Anatomy of Wonder: A Critical Guide to Science Fiction. 3d ed. Neil Barrow, ed. Bowker, 1987. 880p. \$39.95 0-8352-2312-4;

This annotated bibliography covers science fiction works published from earliest times through 1986. The annotations give the story line, an evaluation, and a comparison to similar works. The guide is useful for collection development and reader's advisory services.

- F2. Fiction Catalog. 11th ed. H.W. Wilson, 1986. 951p. \$80/v. and 4 supplements to be published annually, 1987-1990. 0-8242-0728-9

The latest edition of this work, a standard since it appeared in 1908, is an annotated list of over 5,100 of the best in-print and out-of-print fiction titles, ranging from popular contemporary works to literary classics. Designed to aid librarians in developing and maintaining the collection, it is a companion volume to Public Library Catalog (see Chapter A).

- F3. Genreflecting: A Guide to Reading Interests in Genre Fiction. 2d ed. Betty Rosenberg. Libraries Unlimited, 1986. 300p. \$28.50 0-87287-530-X

Selected by RQ as one of the 25 best professional books published in the last 25 years, this volume

expands and updates the 1983 edition. Its purpose is to assist the librarian in identifying genre fiction of interest to a wide audience--westerns, thrillers, romances, science fiction, fantasy, and supernatural/horror. Authors and recommended titles are grouped according to type or subject content.

Indexes to Collection

- F4. Granger's Index to Poetry. William Bernhardt, ed. Columbia University Press, 1986. 2,014p. \$150 0-231-06276-1

Since the first edition appeared in 1904, this work has been considered a standard reference tool. Its purpose is to assist the reader in identifying and locating poems contained in selected anthologies. The latest edition indexes over 50,000 poems contained in 405 volumes (82 new to this edition) by first line, title, author, and subject. The practice of indexing only in-print anthologies was abandoned with this edition, which indexes older collections no longer available which still may be held by the library. Anthologies recommended for first purchase are highlighted.

- F5. Index to Science Fiction Anthologies and Collections, 1977-1983. William Contento, comp. Hall, 1984. 5210p. \$45 0-8161-8554-9

There are references to some 1,000 science fiction collections printed between 1977-1983. Indexing is by author and title. This volume is a supplement to the original work, Index to Science Fiction Anthologies and Collections (1978), for works published prior to 1977, which is now out-of-print.

- F6. Short Story Index. H.W. Wilson, 1900 to date. Annual. \$55/yr. ISSN 0360-9774

Each annual volume indexes the short stories published in collections during the previous year. The list of collections indexed serves as a useful selection aid. If annuals for 1984-86 are needed, they are available from the publisher at the current subscription rate. Five-year cumulations for the period between 1950-54 and 1979-83, and a cumulation for the period 1900-1954, also are available. The latter vary in cost from \$25 to \$80 a volume (see Wilson Catalog).

- F7. Speech Index. 4th ed. Roberta Briggs Sutton. Scarecrow Press, 1966. \$39.50 0-8108-0138-8
Supplement, 1966-1980. Scarecrow Press, 1982. \$35 0-8108-1518-4

The basic volume incorporates indexing from the three previous editions, with additional coverage through 1965. The supplement adds material published through 1980. Indexing is by subject, orator, and type of speech. The list of collections of speeches indexed is useful as a selection aid.

Dictionaries, Encyclopedias, and Handbooks

F8. Brewer's Dictionary of Phrase and Fable. Centenary

Ed., rev. Ebenezer C. Brewer. Harper, 1981. 1,213p. \$25.91 0-06-014903-5

The current edition updates a delightful volume which originated in the 19th century. It is a compilation of miscellaneous information which focuses on literature and history, and on colloquial expressions/adages that stem from simple words. Under the entry "nod," for example, one finds: "a nod is as good as wink to a blind horse," and other expressions which contain that word. The volume's value, moreover, is enhanced by numerous lists: dying words of famous persons, symbols, saints, etc.

F9. Cambridge Companion to Shakespeare Studies.

Stanley Wells, ed. Cambridge University Press, 1987. 340p. \$42.50 0-521-26737-4; \$12.95pa. 0-521-31841-6

A series of essays by internationally known scholars treat Shakespeare's life and relationship to the times in which he lived. There also is a comprehensive guide to the study of Shakespeare.

F10. Cambridge Guide to English Literature. Michael Stapleton. Cambridge University Press, 1983. 992p. \$29.95 0-521-26022-1

This volume treats the literature of Great Britain, Ireland, Canada, Australia, New Zealand, South Africa, Nigeria, and the West Indies, making it an excellent choice for the small library. Attractive in appearance and well-written, the volume also contains a number of illustrations.

Note: Concise Cambridge History of English Literature, 3d ed., by George Sampson (Cambridge University Press 1970. \$52.50 0-521-07385-5; \$24.95pa. 0-521-09581-6), a reprint of a 1958 edition, briefly surveys English literature to the end of the 19th century.

F11. Chicano Literature: A Reference Guide. Julio A. Martinez and Francisco A. Lomeli, eds. Greenwood Press, 1982. 492p. \$16.95 0-8057-7373-8

One of few reference sources which concern Chicano literature, this volume includes entries for writers, literary periods, and genres. Coverage is for literature written since 1848 by Americans of Mexican descent or by Mexicans in the United States who write about the Chicano experience; emphasis, however, is on the last two decades.

F12. Dictionary of Fictional Characters. William

Freeman. Rev. by Fred Urquhart. The Writer, 1985. 579p. \$13.95 0-87116-147-8

Some 20,000 characters in 2,000 British and American classic and modern literary forms—novels, short stories, poems, plays, and operas—are identified within the context of the work in which they appeared. Separate author and title indexes enable the user to determine the characters of a particular work.

F13. A Handbook of Literature Based on the Original by

William F. Thrall and Addison Hibbard. Hugh Holman. 4th ed. Bobbs-Merrill, 1980. 537p.

\$18.76 0-672-61477-4; \$13.24pa. 0-672-61441-3

An important literary handbook for high school and college students, this work contains entries that treat literary terms, concepts, schools, and movements, but not individual authors. The handbook also provides an outline of English and American literary history.

F14. The New Guide to Modern World Literature. Martin

Seymour-Smith. Peter Bedrick Books; distr. by Harper & Row, 1985. 1,379p. \$60 0-87226-000-3

This revision of a 1973 work surveys authors, trends, and other topics related to modern world literature.

Note: The most extensive work on the subject is Encyclopedia of World Literature of the 20th Century, rev. ed., ed. by Leonard S. Klein, based on the 1st ed. by Wolfgang Bernard Fleischman (Ungar, 1981-84. 5v. \$310/set 0-8044-3135-3, 0-8044-3136-1, 0-8044-3137-X, 0-8044-3131-8, 0-8044-3131-0).

F15. The Oxford Companion to American Literature. 5th

ed. James D. Hart. Oxford University Press, 1983. 896p. \$49.95 0-19-503074-5

This standard work covers American literary and popular authors from colonial times to the present and major social and cultural movements reflected in American literature. The alphabetically arranged entries provide short biographies of authors with information about their styles and interests; over

1,000 summaries of novels, short stories, essays, poems, plays, biographies, tracts, narratives, and histories; definitions of literary terms; and other useful information about American literature.

Note: The Concise Oxford Companion to American Literature, abridged ed., by James D. Hart (Oxford, 1986. 497p. \$24.95 0-19-503982-3) is recommended for those libraries unable to afford the longer version.

F16. Oxford Companion to English Literature. 5th ed. Margaret Drabble, ed. Oxford University Press, 1985. 1,155p. \$35 0-19-866130-4
This indispensable reference work, edited by a noted novelist and critic, includes over 2,000 plot summaries and outlines of novels, plays, poems, etc.; over 3,000 concise biographies; entries for literary characters; definitions of literary and artistic movements; and lists of prizes, periodicals, newspapers, and literary agencies.

F17. Princeton Encyclopedia of Poetry and Poetics. Alexander Preminger et al, eds. Princeton University Press, 1974. 906p. \$76.50 0-691-06280-3; \$17.50pa. 0-691-01217-9
The 1,034 entries range in length from a few sentences to long surveys, covering history, techniques, poetics and criticism, and other theoretical topics. Poets, poems, and allusions, per se, are not covered. This authoritative work contains a vast amount of material.

Note: Poetry Handbook: A Dictionary of Terms, 4th ed., ed. by Babette Deutsch (Harper, 1982. 224p. \$8.95pa. 0-06-463548-1) is a reprint of a 1974 work which contains explanations and illustrations of the technical side of poetry. A collection of poetry, such as Anthology of World Poetry, ed. by Mark Van Dorn (Harcourt, Brace, 1936. \$45. 0-15-107665-0), is often needed in the reference collection.

Literary Criticisms

In addition to the sources listed in this section, literary criticism is included in many of the works listed under Biographical Sources (F22-F35).

F18. Modern American Literature. 5th ed. Dorothy Nyrén Curley et al, eds. Ungar, 1969-86. 3v. and 2 supplements (v.4 and v.5). \$165/3v. set, \$65/ea. supplements. 3v. set, 0-8044-3046-2; v.4, 0-8044-3050-0; v.5, 0-8044-3265-1

These volumes contain excerpts of literary criticisms chosen from scholarly journals, popular magazines, and books, with detailed citations for each. The criticisms are for the works of some 400 authors who wrote or became prominent after the turn of the century.

F19. Contemporary Literary Criticism: Excerpts from Criticisms of the Works of Today's Novelists, Poets, Playwrights, Short Story Writers, Filmmakers, and Other Creative Writers. Gale, 1973 to date. \$88/v. (40v. available to date) ISSN 0091-3421

Each volume in this continuing series contains excerpts from recent criticisms of both new and established contemporary authors who are either living or have died since 1959. There are some 750 individual excerpts (from books, general magazines, literary or scholarly journals) for about 20 authors in each volume.

Note: Libraries also may need Twentieth-Century Literary Criticisms (Gale, 1978 to date. \$88/v. 22v. available to date), an ongoing series which provides excerpts of criticisms for writers who lived between 1900 and 1960; Nineteenth-Century Literary Criticism (Gale, 1981 to date. \$88/v. 14v. available to date) for authors who died between 1800 and 1899; and Masterplots II, ed. by Frank N. Magill (Salem Press, 1986. 4v. 1,863p. \$275/set 0-9356-356-7), a supplement to earlier Masterplots editions, which summarizes the plots of important 20th century American novels, and discusses their characters, themes, and meanings. The latter work was named an ALA Outstanding Reference Source of 1986.

F20. Poetry Explication: A Checklist of Interpretation since 1925 of British and American Poems Past and Present. Nancy C. Martinez and Joseph M. Kuntz. Hall, 1980. 581p. \$42 0-8161-8313-9
This guide indexes poetry analyses contained in books and periodicals, published from 1925 to 1977. Materials from the 1950 and 1962 editions are included.

F21. Twentieth Century Short Story Explication: Interpretations 1900-1975 Inclusive of Short Fiction since 1900. 3d ed. Warren S. Walker, Comp. Shoe String Press, 1977. 880p. \$25 0-208-01570-1 Supplement I. Shoe String Press, 1980. 257p. \$32.50 0-208-01813-1 Supplement II. Shoe String Press, 1983. 360p. \$35 0-208-020055-5 Supplement III. Shoe String Press, 1987. 500p. \$45 0-208-02122-1

The standard index to materials which analyze short stories, this work and its supplements identify criticisms in books, literary and scholarly journals, and other publications.

Biographical Sources

- F22. American Women Writers. Langdon L. Forest, ed.
Abridged ed. Ungar, 1983. 2v. \$14.95pa/ea.
0-8044-6164-3; 0-8044-6165-1

This is an abridgment of a 4 volume work (1979-82). It contains biographical sketches of some 400 American women authors, chosen for their historical and literary significance.

- F23. American Writers. Macmillan, 1974-1981. 8v.
\$495/set 0-684-17322-0

One-hundred-fifty-six American writers--poets, novelists, short story writers, playwrights, critics, historians, and philosophers--from the 19th century to the present are covered. Each article provides an account of the writer's life and discusses his/her literary style, genre, and place within the literary tradition.

- F24. American Writers Before 1800: A Biographical and Critical Dictionary. James A. Levermier and Douglas R. Wilmes, eds. Greenwood Press, 1983. 3v. 1,764p. \$195/set 0-313-22229-0

This work offers 786 biographical/critical studies of American authors before 1800 by some 250 scholars. Each entry includes a bibliography of the writer's major publications, a biographical sketch, a critical evaluation of the author's writings, and a list of suggested readings.

- F25. British Writers. Ian Scott-Kilvert, ed.
Scribner's, 1979-1984. 8v. 3,200p. \$460/set
0-684-18250-X Supplement I, 1987. \$75
0-684-18612-8

The 153 essays in the set cover British writers from the 14th century to the present. The chronologically arranged essays, between 10,000 and 15,000 words in length, contain a discussion of the author's life and a critical assessment of writings. The supplement adds some 20 writers. When the original set was completed in 1984, it was named an ALA Outstanding Reference Source for that year.

- F26. Contemporary Novelists. 4th ed. D.L. Kirkpatrick and James Vinson, eds. St. Martin's, 1986.
\$70 0-312-16731-8

This work contains biocritical information on some

600 English-language novelists from around the world. In addition to basic biographical data and a short critical essay, there often are comments by the author. There also are bibliographies of works by and about the author.

- F27. Contemporary Poets. 4th ed. James Vinson and D.L. Kirkpatrick, ed. St. Martin's, 1985. 1,098p.
\$70 0-312-16837-3

There is biocritical material for some 800 significant English-language poets. Information is similar to that contained in Contemporary Novelists (see above). Some 70 new entries were added to this edition, while others were dropped. The Appendix covers 14 deceased poets who are still of interest.

Note: The ongoing series Contemporary Authors (Gale, 1962 to date) has been a standard in libraries since it began and was selected by the ALA Reference and Adult Services Division's Reference Sources Committee in 1985 as one of the most distinguished reference titles published during the past 25 years. The numerous subseries make selection not only confusing but also expensive. All volumes are available at \$88 each and include the following: Contemporary Authors First Revision, v.1-4 through v.41-44 (each physical volume contains a 4 volume span), 11 physical volumes; Contemporary Authors Original Volumes, v.45-48 through 97-100 (each physical volume contains 4 volume span), 14 physical volumes; Contemporary Authors Original Volumes, v.101 through 117 (one volume to each physical volume), 17 volumes; and Contemporary Authors New Revision Series, which includes major authors whose previous entries require extensive revision, v.1-18 (one volume to each physical volume), 18 volumes. Libraries with funds to purchase only a part of this series will find the latter, Contemporary Authors New Revision Series, the best choice.

- F28. 20th Century Authors Biographies Master Index.

Gale, 1984. \$60 0-8103-2095-9

This index cites 17,000 biographical articles on authors which are contained in some 250 sources. These listings are for the most frequently requested authors.

The Wilson Author Series

The 10 volumes in this series each address authors in a specific time period and geographical area and profile both popular and influential writers. In

addition to the authors of fiction, the volumes also include significant historians, theologians, philosophers, statesmen, educators, critics, scientists, and journalists. Each sketch provides essential biographical data as well as a discussion of literary significance, a critical evaluation, a list of the author's principal works, a bibliography of major criticisms, and, where available, a portrait or photograph.

- F29. American Authors, 1600-1900. Stanley J. Kunitz and Howard Haycraft, eds. H.W. Wilson, 1983. Some 1,400 authors from colonial times to the nineteenth century are included.
- F30. Twentieth Century Authors. Stanley J. Kunitz and Howard Haycraft, eds. H.W. Wilson, 1942. 1,577p. \$60 0-8242-0049-7
- F31. Twentieth Century Authors. First Supplement. Stanley J. Kunitz, ed. H.W. Wilson, 1955. 1,123p. \$52 0-8242-0050-0
- The initial volume covers 1,850 significant authors from around the world whose works were published in English during the period between 1900 and 1942. The Supplement adds some 700 sketches of those prominent between 1942 and 1955.
- F32. World Authors: 1950-1970. John Wakeman, ed. H.W. Wilson, 1975. 1,593p. \$85. 0-8242-0419-0
- F33. World Authors: 1970-1975. John Wakeman, ed. H.W. Wilson, 1979. 893p. \$65 0-8242-0641-X
- F34. World Authors: 1975-1980. John Wakeman, ed. H.W. Wilson, 1985. \$65 0-8242-0641-X
- These three volumes cover some 1,700 authors from around the world whose works have been published in English. Some articles are autobiographical.
- F35. Index to the Wilson Author Series. H.W. Wilson, 1986. \$15 0-8242-0731-9
- This revision indexes the 8,600 biographical sketches in the 10-volume Wilson Author Series.

Note: The other volumes in the Wilson Author Series include European Authors, 1000-1900, ed. by Stanley J. Kunitz and Vineta Colby (H.W. Wilson, 1967. 1,016p. \$48 0-8242-0013-6); British Authors of the Nineteenth Century, ed. by Stanley J. Kunitz and Howard Haycraft (H.W. Wilson, 1936. 677p. \$35 0-8242-0007-1); British Authors Before 1800, ed. by

Stanley J. Kunitz and Howard Haycraft (H.W. Wilson, 1952. 584p. \$32 0-8242-0006-3); and Greek and Latin Authors, 800 B.C.-A.D. 1000, by Michael Grant (H.W. Wilson, 1980. \$40 0-8242-0640-1).

Directories

- F36. Writer's Market. Writer's Digest, 1929 to date. Annual. 1987 ed., \$21.95. 0-89879-243-6 ISSN 0084-2729
- Freelance writers seeking outlets for their materials find this work a vital information source. The latest annual lists some 4,000 outlets—book/magazine publishers, syndicates, greeting card companies, script producers, and trade journals. Each listing includes name/address of the editor, pay rates, editorial needs, submission requirements, and other useful data.

Quotations, Proverbs, and Concordances

Quotation books are frequently needed to identify the speaker or source of a quotation or to verify wording. The library user, moreover, may seek an appropriate quotation for use in a speech or paper. All quotation books are selective in their coverage, and each contains some statements omitted by others. Several standard works, therefore, are needed. Since quotations are sometimes confused with proverbs, at least one work containing this type material also is needed. Concordances of Shakespeare and of the Bible also are helpful, since many quotations asked about in libraries come from one of these sources. See Chapter D for suggested Bible concordances.

- F37. Bartlett's Familiar Quotations. 15th ed. rev. and enl. John Bartlett. Emily Morison Beck et al, eds. Little, Brown, 1980. 1,540p. \$19.45 0-316-08275-9
- The best known of the quotation books, Bartlett's began its history in 1855, and with the publication of the 15th edition, celebrated 125 years of renown. More than 3,000 individuals (including 400 new ones) are cited in some 22,500 quotations. Arrangement is chronological by the person quoted, with indexing by author, subject, and key word. Exact references to original sources are provided, as well as helpful historical footnotes. Earlier editions should be retained, since some quotations are deleted with each revision.

- F38. Harvard Concordance of Shakespeare. Marvin Spevack, ed. Harvard University Press, 1974. 1,600p. \$75 0-674-37475-4

This massive volume covers all of Shakespeare's plays and poems with 29,000 words related to their passages. There also are statistics on the number of occurrences of words and their relative frequency.

- F39. Home Book of Quotations, Classical and Modern. 10th ed. Burton Egbert Stevenson, comp. Dodd, 1967. Reprinted 1984. 2,816p. \$34.95 0-396-08340-4

Over 50,000 quotations are arranged alphabetically by subject. Indexing is by author and by leading words—usually nouns, but sometimes by verbs and adverbs. This comprehensive work is an important source for most libraries.

- F40. Oxford Dictionary of English Proverbs. 3d ed. William George Smith, comp. Rev. by F.P. Wilson. Oxford University Press, 1970. 930p. \$39 0-19-869118-1

Since quotations are sometimes confused with proverbs, this is an important auxiliary source to the quotation books. Some 10,000 proverbs are arranged alphabetically by the most significant word, supported by liberal cross-referencing. Dated references are given to the earliest uses and sources found. The Concise Oxford Dictionary of Proverbs (Oxford University Press, 1983. \$18.95 0-19-866131-2) based on the longer work, includes about 1,000 proverbs.

- F41. Oxford Dictionary of Quotations. 3d ed. Oxford University Press, 1979. 907p. \$39.95 0-19-21156-X

Some 40,000 quotations, chosen for their popularity and usefulness to the reader, are arranged alphabetically by the author quoted, supported by exhaustive key word indexing.

Note: Three additional works which libraries will find useful are The Quotable Woman, 1800-1981, comp. and ed. by Elaine Partnow (Facts on File, 1982. 602p. \$29.95 0-87106-580-1; \$14.95pa. 0-8160-1375-6), which includes over 8,000 quotations from 1,500 women; The Quotable Woman: Eve to 1799, comp. and ed. by Elaine Partnow (Facts on File, 1984. 550p. \$24.95 0-87196-307-8; \$14.95pa. 0-8160-1385-3), providing 6,000 quotes from biblical times to the nineteenth century; and Quotations in Black, ed. and comp. by Anita King (Greenwood Press, 1981. 344p. \$29.95 0-313-22128-6), containing 1,100 quotations from over 200 prominent blacks from around the world.

SUGGESTED PURCHASE PLAN-LITERATURE

Annual

Writer's Digest F36

Group 1

Bartlett's Familiar Quotations F36

Fiction Catalog F2

Granger's Index to Poetry F4

Handbook of Literature... F13

Modern American Literature F18

Oxford Companion to American Literature F15

World Authors: 1975-1980 F34

Group 2

Brewer's Dictionary of Phrase and Fable F8

Cambridge Guide to English Literature F10

Contemporary Novelists F26

Dictionary of Fictional Characters F12

Genrelecting F3

World Authors: 1950-1970 F32

World Authors: 1970-1975 F33

Group 3

Chicano Literature F11

Home Book of Quotations F39

Oxford Companion to English Literature F16

Poetry Explication F20

Short Story Index F6

Twentieth-Century Authors F30

Group 4

Cambridge Companion to Shakespeare F9

Contemporary Poets F27

Oxford Dictionary of Quotations F41

Princeton Encyclopedia of Poetry... F17

Speech Index F7

Twentieth Century Author Supplement F31

Twentieth Century Short Story Explication F21

Group 5

American Authors 1600-1900 F29

American Women Writers F22

Anatomy of Wonder F1

Index to the Wilson Author Series F35

New Guide to Modern World Literature F14

Oxford Dictionary of English Proverbs F40

Group 6

American Writers F23

American Writers before 1800 F24

British Writers and Supplement F25

Contemporary Literary Criticism (as many as needed) F19

Harvard Concordance of Shakespeare F38

Index to Science Fiction Anthologies F5

20th Century Authors Biography Master Index F28

G. VISUAL ARTS

Visual arts include painting, sculpture, and architecture. The reference tools listed are those which are most frequently needed—encyclopedias, histories, dictionaries, handbooks, and biographical sources. Bibliographies and indexes are seldom required in small and medium-sized public libraries. If there is such a need, and the art-periodicals collection warrants it, Art Index (H.W. Wilson, 1929 to date. Quarterly with annual cumulations. Sold on a service basis.) is the basic index for art journals and museum bulletins.

Encyclopedias and Dictionaries

- G1. Encyclopedia of Visual Arts. Sir Lawrence Gowing, ed. Prentice-Hall, 1983. 2v. v.1: A History of Art. 992p. \$60 0-13-276527-6 v.2: A Biographical Dictionary of Artists. 784p. \$40 0-13-276535-7 \$100/set 0-13-276543-8
This set provides excellent essays on the art of periods and countries in the first volume, and interestingly written biographies in the second volume. Both are beautifully illustrated with color reproductions and photographs. Named an ALA Outstanding Reference Source in 1984.
- G2. Encyclopedia of World Art. Publishers Guild, 1959-68. 16v. \$495/set 0-07-019467-X
This extensive work, originally published by McGraw-Hill in 1959-68 (and often cited as McGraw-Hill Encyclopedia of World Art), includes some 1000 monographic essays, contributed by art scholars around the world. There are hundreds of illustrations in the text, plus 450-550 plates in the back of each volume. Volume 15, the analytical index, lists all art works mentioned or depicted. Bibliographies are extensive. Volume 16 is a supplement, "World Art in Our Times," ed. by Bernard S. Myers.

- G3. Oxford Companion to Art. Harold Osborne, ed. Oxford University Press, 1970. 1,177p. \$45 0-19-866107-X
Art from prehistoric times to modern times is covered by articles of varying length, designed for the non-specialist. Focus is on fine arts. Coded references at the end of each article refer to the 3,000-item bibliography.

- G4. Oxford Companion to Twentieth-Century Art. Harold Osborne, ed. Oxford University Press, 1981. 656p. \$45 0-19-866119-3
Emphasis is on the period from 1900 to 1975. Articles cover artists, movements, and trends, supported by illustrations and bibliographies. The volume serves as a companion to the above work.

- G5. The Thames & Hudson Dictionary of Art Terms. Edward Lucie-Smith. Thames Hudson; distr. by Norton, 1984. 208p. \$19.95 0-500-23389-6
An ALA Outstanding Reference Source of 1985, this work contains clear, concise definitions for over 2,000 terms in painting, sculpture, architecture, photography, and graphics, including many newly coined words. Definitions are supported by 375 photographs, line drawings, and diagrams.

Handbooks

- G6. Artist's Handbook of Materials and Techniques. 4th rev. ed. Ralph Mayer. Viking, 1981. 768p. \$14.95 0-670-13666-2
This handbook provides information concerning materials and methods used in oil, tempera, watercolor, pastel, and mural painting, useful to both professionals and amateurs. Detailed index and bibliography.

Histories

- G7. History of Art. 3rd ed. Horst W. Janson and Anthony Janson. Prentice-Hall, 1986. 780p. \$32.95 0-13-389388-X
This standard art history provides a summary of Western painting, sculpture, and architecture, from the earliest times to this century. Although designed as a textbook, this handsomely illustrated volume is an excellent reference source.

Directories

- G8. American Art Directory. Ed. by Jaques Cattell Press. Bowker, 1898 to date. Triennial. 1986 ed., \$94.50 ISSN 0065-6968
This directory of some 3,200 U.S. and Canadian museums and art organizations and 2,500 art schools is a treasury of information. It provides addresses, telephone numbers, names of key personnel, budget, admission requirements and

curricula (for art schools), collections and exhibits (for museums), etc. Arrangement is by state or province and city.

- G9. Artist's Market. Writer's Digest, 1987. 576p.
\$16.95 0-89879-246-0

Those attempting to market their own graphic art works will find this directory useful. It provides listings for magazine/book publishers, agencies, greeting card publishers, and audiovisual firms. Information includes contact persons, address, pay rate, special requirements, and sales tips.

Biographies

- G10. American Artists: An Illustrated Survey of Leading Contemporary Americans. Les Krantz, ed. Facts on File, 1985. 304p. \$24.95 0-8160-0089-1;
\$16.95pa. 0-8160-0090-5

Some 1,000 modern artists, mostly painters, but some sculptors, print-makers, and artists in other media, are treated alphabetically. Information for each is professional, not personal; color and black-and-white illustrations support the text. Artists are indexed by medium and geographical location.

Note: Who's Who in American Art, 17th ed., comp. & ed. by Jaques Cattell Press (Bowker, 1986. \$70 0-8352-2220-9) treats artists, historians, educators, collectors, patrons, critics, curators, and dealers in brief entries.

- G11. World Artists 1950-1980. Claude Marks. H.W. Wilson, 1984. 928p. \$75 0-8242-0707-6

These well-written profiles are for 312 world-wide artists who were influential in the post-World War II era. Articles of 2 to 4 pages include biographical data and lists of major solo and group exhibits, a listing of collections of the artist's works, a bibliography of critical evaluations, and statements by the artists themselves in many instances.

Architecture

- G12. Dictionary of Architecture and Construction. Cyril M. Harris. McGraw-Hill, 1975. 553p. \$55
0-07-026756-1

Definitions of terms, tools, and equipment are supported by numerous black-and-white illustrations. The purpose is to provide a common

terminology in architecture and construction for specification writers, students, building tradesmen, and laypersons.

- G13. Encyclopedia of American Architecture. William Dudley Hunt. McGraw-Hill, 1980. 612p.
\$59.95 0-07-03299-0

Appropriate for general readers, this work provides 202 articles on such topics as environmental designs, building types, and architectural practice, and on 50 important architects.

- G14. A Field Guide to American Homes. Virginia McAlester and Lee McAlester. Knopf, 1984.
\$30 0-394-51032-1; \$19.95pa. 0-394-73967-8

An ALA Outstanding Reference Source of 1984, this field guide provides extensive information on American homes from the 17th Century to the 1970's, supported by over 1,200 drawings and photographs. The general reader as well as the professional will find this chronologically arranged work useful. A bibliography and index are included.

Note: American Shelter: An Illustrated Encyclopedia of the American Home by Lester Walker (Overlook; distr. by Viking, 1981. 320p. \$35 0-87951-131-1) is a useful volume with similar coverage.

- G15. History of Architecture. Sir Banister F. Fletcher. 18th ed. rev. by J.C. Palmes. Scribner's, 1975. 1,390p. \$70 0-684-14207-4

Since its appearance in 1896, this classic work has been revised many times. It contains many illustrations and excellent bibliographies.

SUGGESTED PURCHASE PLAN - VISUAL ARTS

Every 2-3 years
(more often if possible)

Artist's Market G9

Every 3-4 years
(if there is a need)

American Art Directory G8

Group 1

Dictionary of Architecture and Construction G12

Encyclopedia of Visual Arts G1

History of Architecture G15

History of Art G7

Oxford Companion to Art G3

Oxford Companion to Twentieth-Century Art G4

World Artists 1950-1980 G11

Group 2

American Artists G10

Artist's Handbook of Materials and Techniques G6

Encyclopedia of American Architecture G13

Encyclopedia of World Art G2

Field Guide to American Homes G14

The Thomas & Hudson Dictionary of Art Terms G5

H. APPLIED ARTS

This chapter groups together a number of specialized fields—antiques, ceramics, costume and fashion, furniture and interior decorating, glass, jewelry, silver, and photography—all popular areas. Public libraries need a few basic sources for each field, as well as general sources which pertain to many of the decorative arts. The reference books on antiques which are listed are especially useful, since they cover items in many fields.

General Works

- H1. The Facts on File Dictionary of Design and Designers. Simon Jervis. Facts on File, 1984. 544p. \$24.95 0-87196-891-6

This work provides brief biographies of leading designers from the 15th century to the present day. Fields represented are ceramics, furniture, glass, interior design, ornaments, and textiles. Definitions of terms and entries for styles and other topics related to design also are included.

- H2. The Oxford Companion to the Decorative Arts. Harold Osborne, ed. Clarendon Press, 1975; reprint Oxford University Press, 1985. 865p. \$17.95pa. 0-19-281863-5

A reprint of a 1975 work with only minor changes, this volume contains authoritative articles on all facets of the decorative arts—ceramics, furniture, costumes, jewelry, leather, textiles, metal, clocks, photography, landscape gardening, arms and armor, enamel, toys, needlepoint, lace, and embroidery. Some articles are lengthy.

Note: Dictionary of the Decorative Arts by John Fleming and Hugh Honour (Harper & Row, 1977. 896p. \$29.95 0-06-011936-5) covers terms, designs, motifs, and symbols used in the decorative arts.

Antiques

- H3. The Antique Care and Repair Handbook. Albert Jackson and David Day. Knopf, 1984. 255p. \$18.95 0-394-53492-1

This work provides information for the beginner on care and repair of antiques. The difficulty of the repair process is indicated. Indexed.

- H4. Dictionary of Antiques. 2d ed. George Savage. Mayflower, 1978. 534p. \$20 0-8317-0011-4

This dictionary's primary purpose is to assist collectors in dating antiques and in recognizing fakes, forgeries and reproductions. The 1,500 alphabetically arranged articles, which range in length from very brief to several pages, deal with American, English, and Continental antiques. Markings on porcelain, pottery, silver and other items are reproduced and identified. There are over 700 black-and-white illustrations and about 30 color plates.

- H5. The Dictionary of Antiques and the Decorative Arts: A Book of Reference for Glass, Furniture, Ceramics, Silver, Periods, Styles, Techniques, etc. Louise Ade Boger and H. Batterson Boger. Scribner's, 1967; reprint 1979. 662p. \$35 0-684-10030-4

This work contains authoritative information on American, European, and Oriental antiques and other decorative objects. The subtitle is highly descriptive of contents.

- H6. Kovel's Antique and Collectibles Price List. Ralph Kovel and Terry Kovel. Annual. Crown, 1968 to date. 1986 ed., 800p. \$10.95 0-517-56236-7

Library patrons often seek antique values. This annual gives estimated prices for some 50,000 items in virtually every area of antiques and collectibles. Some 500 photographs also help identify objects, designs, and patterns. The Kovels are nationally known antique experts and appraisers.

- H7. Miller's International Antique Guide. Judith Miller and Martin Miller. Viking, 1985 to date. Annual. 1987 ed., 744p. \$19.95 0-670-81606-X

This work, which was named an ALA Outstanding Reference Source of 1985, complements rather than duplicates the Kovel price list (H6), since its emphasis is on European antiques. Organized in 49 major categories—pottery, porcelain, textiles, etc.—the work is then subdivided by more specific areas. The antiques included range from ancient glass to early 20th century gramophones, some 10,000 objects in all.

Ceramics

- H8. Dictionary of World Pottery and Porcelain, from Prehistoric Times to the Present. Louise Boger. Scribner's, 1971. 533p. \$9.95 0-684-14962-1

Some 2,200 entries are arranged alphabetically, supported by drawings of pottery marks and black-and-white photographs. Names and terms relating to the study of pottery and porcelain over some 7,000 years are included.

- H9. Encyclopedia of Pottery and Porcelain, 1800-1960. Elizabeth Cameron. Facts on File, 1986. 366p. \$35 0-8160-1225-3

This work is attractive, interesting, and authoritative. Emphasis is on European ceramics, but it also includes the most important North American and Oriental makers. Some 2,500 alphabetically arranged entries concern individual potters, manufacturers, types of pottery, places where pottery is made, techniques, and stylistic movements, supported by ca. 500 black-and-white and color photographs. Both an ALA Outstanding Reference Source and an LJ Outstanding Reference Book of 1986.

- H10. An Illustrated Dictionary of Ceramics: Defining 3,054 Terms Relating to Wares, Materials, Processes, Styles, Patterns, and Shapes from Antiquity to the Present Day. George Savage and Harold Newman. Van Nostrand, 1974. 319p. \$24.95 0-442-27364-9

Short, clear, and simple definitions in non-technical language concern terms, styles, techniques, shapes, popular names of pieces, etc. The outer margins on each page contain black-and-white illustrations; there also are 24 beautiful color plates.

- H11. Kovels' New Dictionary of Marks: Pottery and Porcelain, 1950-Present. Crown, 1986. \$17.95 0-517-55914-5

This valuable source identifies 3,500 pottery and porcelain marks, which are illustrated in black-and-white drawings and photographs.

Note: Handbook of Pottery and Porcelain Marks, 4th rev. ed., by J.P. Cushion and William B. Honey (Faber, 1980. 272p. \$30 0-571-04922-2) identifies 3,850 marks.

Costume and Fashion

- H12. Encyclopedia of Fashion. Georgina O'Hara. Abrams, 1986. 272p. \$27.50 0-8109-0882-X

This work provides comprehensive coverage of fashion from 1840 to the mid-1980's. The over 1,000 entries concern fashion designers, illustrators, photographers, manufacturers, retailers, hairdressers, shoe designers, milliners, and others connected with the industry, supported by 350 illustrations. An LJ Outstanding Reference Book for 1986.

- H13. The Book of Costumes. Millia Davenport. Crown, 1964. 976p. \$29.95 0-517-03716-5

This chronologically arranged survey of European, Oriental, and American costumes, from the earliest times to the end of the American Civil War, includes some 3,000 illustrations, many in color, from paintings contemporary with the times and other art works.

- H14. Illustrative Encyclopedia of Costume and Fashion 1550-1920. Jack Cassin-Scott and Ruth Green. Sterling, 1986. 160p. \$17.95 0-7137-1811-0

A small volume on the highlights of fashion for almost 400 years, this work includes color plates of adult and children's clothing, with brief descriptions of each costume.

Note: Dictionary of Costume by Ruth T. Wilcox (Scribner's, 1969. 406p. \$50 0-685-15150-2) and Five Centuries of American Costume by Ruth T. Wilcox (Scribner's, 1963. 207p. \$17.50 0-685-15161-8) also are useful works.

Furniture and Interior Design

- H15. Dictionary of Furniture. Charles Boyce. Facts on File, 1985. 352p. \$27.95 0-8160-1042-0

More than 2,000 entries cover furniture styles, movements, and periods from ancient times through the Postmodern era, and from all regions of the world. Some 400 line drawings illustrate the text. This work complements Encyclopedia of Furniture (see below).

- H16. The Encyclopedia of Furniture. 3d ed. Joseph Aranson. Crown, 1965. 484p. \$17.95 0-517-03735-1

This work covers all periods of furniture—styles, designers, makers, woods and other materials, etc. Concise entries, alphabetically arranged, are supported by some 2,000 photographs and line drawings, a glossary, and a bibliography.

Note: American Country Furniture, 1780-1875 by Ralph and Terry Kovel (Crown, 1985. 265p. \$8.95pa. 0-517-54668-4) is useful for information on Early American furniture.

Glass

- H17. Encyclopedia of Pattern Glass. Minnie Elizabeth Kamm. Serry Wood, ed. Century, 1961. 2v. \$40/set 0-87282-080-7, 0-87282-081-5
Patterned glass, a popular collectable, was produced from around 1870 to well into the 20th century. This extensive guide describes patterns produced during the period, arranged by pattern name.

- H18. Pressed Glass in America: Encyclopedia of the First Hundred Years, 1825-1925. John Walker and Elizabeth Walker. Antique Acres Press, 98 Jacksonville Rd., Ivyland, PA 18974, 1986. 495p. \$49 0-9615-861-0-9
This work provides extensive treatment of pressed or pattern glass—200 detailed factory histories, and information on 4,500 dealers, 3,800 basic patterns, and 6,500 pattern names. It is arranged in 4 sections: manufacturing, recycling, reproductions, and patterns.

Note: Two works on other types of glass are The Collector's Guide to Carnival Glass by Marian Klamkin (Hawthorne Books, 1976. \$14.95pa. 0-8015-1397-9) and The Collector's Guide to Depression Glass by Marian Klamkin (Hawthorne Books, 1973. \$15.95pa. 0-8015-1399-5)

Jewelry

- H19. Illustrated Dictionary of Jewelry: 2,530 Entries, including Definitions of Jewels, Gemstones, Materials, Processes, and Styles, and Entries on Principal Designers and Makers from Antiquity to the Present Day. Harold Newman. Thames & Hudson, 1981. 335p. \$29.95 0-500-2330-8
The subtitle indicates the types of entries this work contains. Jewelry is defined as decorative and/or functional articles of metal, gemstones, or other hard organic matter made by artisans or craftsmen.

Rugs

- H20. Oriental Rugs: A New Comprehensive Guide. 3d ed. Murray L. Eiland. Little, Brown, 1982. 352p. \$50 0-8212-1127-7
This work provides information on history, dyes, designs, and construction of Middle Eastern (Turkey, Caucasus, and Persia) rugs. There are many illustrations, some in color, and an index.

Note: Dictionary of Oriental Rugs, with a Monograph on Identification by Weave by Ivan C. Neff and Carol V. Maggs (Van Nostrand Reinhold, 1979. 238p. \$29.95 0-442-20617-8) contains identifications for about 600 rug names.

Silver

- H21. Book of Old Silver: English, American, Foreign, with All Available Hallmarks, including Sheffield Plate Marks. Seymour B. Wyler. Crown, 1937. 464p. \$14.95 0-517-00089-X
This extensive guide to the identification of old silver is arranged primarily by types of articles. There are 100 illustrations and 20,000 hallmarks.

Photography

- H22. Book of Photography. John Hedgecoe. Knopf, 1984. 256p. \$14.95 0-394-72466-6
Hedgecoe is a recognized authority on photography who has written extensively on the subject. This work includes information of interest to the amateur and professional on equipment, techniques, and special processes.
- H23. International Center of Photography Encyclopedia of Photography. Pound Press Books: Crown, 1984. 607p. \$50 0-517-55271-X
The 1,400 entries provide current information on the history of photography and its aesthetic, communicative, scientific, technical, and commercial aspects. Some 230 major photographers of the 19th and 20th centuries are profiled. The Appendix includes brief information on over 2,000 lesser-known photographers. An ALA Outstanding Reference Source of 1984.
- H24. Photographer's Market. Writers Digest, 1978 to date. Annual. 1987 ed., 576p. \$16.95 ISSN 0147-2474
The current edition of this annual lists some 2,500 buyers of freelance photographs—books and

audiovisual publishers, advertisers, public relations firms, record companies, stock photo agencies, and galleries. Information includes contact names, address, pay rates, photo needs, submission requirements, and tips for getting started with each cited buyer.

SUGGESTED PURCHASE PLAN—APPLIED ARTS

Annual

(or as often as possible)

Kovel's Antique and Collectibles Price

List H6

Miller's International Antique Guide H7

Photographer's Market H24

Group 1

Dictionary of Antiques H4

Encyclopedia of Fashion H12

Encyclopedia of Furniture H16

ICP Encyclopedia of Photography H23

Kovel's New Dictionary of Marks H11

Oxford Companion to the Decorative Arts H2

Pressed Glass in America H18

Group 2

Book of Costumes H13

Book of Old Silver H21

Book of Photography H22

Dictionary of Antiques and the Decorative

Arts H5

Dictionary of Furniture H15

Encyclopedia of Pattern Glass H17

Encyclopedia of Pottery and Porcelain H9

Group 3

Antique Care and Repair Handbook H3

Dictionary of World Pottery and Porcelain H8

Facts on File Dictionary of Designs and

Designers H1

Illustrated Dictionary of Ceramics H10

Illustrated Dictionary of Jewelry H19

Illustrated Encyclopedia of Costume and

Fashion H14

Oriental Rugs H20

I. CRAFTS AND HOBBIES

This short chapter primarily concerns numismatics (coin collecting) and philately (stamp collecting), with limited attention given to crafts and other hobbies. Books on individual crafts and hobbies usually are circulating books, selected to meet the needs and interests of the library's patrons.

General Works

11. Encyclopedia of Crafts. Laura Tolbert, ed. Scribner's, 1980. 3v. \$100/set 0-684-16409-4
This excellent work, a combined dictionary and encyclopedia, discusses some 50 crafts in lengthy articles and defines about 1,200 terms associated with crafts in concise entries. There also are numerous line drawings and diagrams.
12. How-to: 1200 Best Books on Doing Almost Anything. Bill Katz and Linda Sternberg Katz. Bowker, 1984. 255p. \$29.95 Order directly, #1927-5E
Books on hobbies and other activities are the focus of this bibliography. The 1,200 how-to books, classified by topic, are evaluated for their quality and usefulness. Each entry includes complete order information and Dewey classification number. Indexed.

Coins and Paper Money

13. Catalogue of the World's Most Popular Coins. 12th ed. Fred Reinfeld and Burton Hobson. Ed. by Robert Obojski. Sterling, 1986. 476p. \$29.95 0-8069-4738-1; \$17.95pa. 0-8069-4740-3
Ancient and modern coins are arranged by country with values and historical notes about each. Coins included are those most often sought by collectors. Illustrated.
14. The Comprehensive Catalog of United States Paper Money. 4th ed. Gene Hessler. BNR Press, 1984. 580p. \$14.95 0-931960-11-8; \$17.95pa. 0-931960-10-X
This work lists and describes all U.S. paper money with suggested or average price for each denomination and condition. Other useful information includes a history of paper money and a listing of national banks with charter numbers.

Note: Paper Money of the United States: A Complete Illustrated Guide with Valuations, 11th ed., by Robert Friedberg (Coins and Currency, 1986. 256p. \$19.50 0-87184-511-3) is another useful source on the subject.

15. Gold Coins of the World: An Illustrated Catalogue with Valuations. 5th ed. Robert Friedberg. Sterling, 1980. 467p. \$29.50 0-8069-6056-6; \$24.99 lib. bdg. 0-8069-6057-4 A 6th ed. is in preparation; date and price not set.
Gold coins issued from 600 A.D. to the present are identified. Part 1 covers from earliest times to 1960; pt. 2 is for 1960 to contemporary times. Geographical index.
16. Handbook of United States Coins with Premium List. R.S. Yeoman and Kenneth Bressett, eds. Western Publishing Co., 1941 to date. Annual. 1986 ed., 191p. \$3.95pa. 0-307-01986-1
Usually referred to as the "Blue Book," this annual provides a record of prices dealers paid for U.S. coins and commemoratives during the past year. A current edition of this work is essential in most public libraries.

Note: Guide Book of United States Coins, by R.S. Yeoman (Western Publishing Co., 1946 to date. 1986 ed., \$6.95 0-307-1987-5), known as the "Red Book," lists retail prices of coins.

17. The Macmillan Encyclopedic Dictionary of Numismatics. Richard G. Doty. Macmillan, 1982. 355p. \$24.95 0-02-532270-2
This comprehensive work contains 416 concise entries on coins—current and ancient—denominations, methods of coinage, words related to the production of coins and paper money, etc. There are hundreds of black-and-white photographs and drawings and 8 color plates.
- Note: There are numerous other useful works on world coins. Standard Catalog of World Coins, 12th ed., by Chester L. Krause and Clifford Mishler (Krause Publications, 700 E. State St., Iola, WI 54990, 1985-86. 2v. 2,496p. \$100/set 0-87341-080-7) provides the most extensive coverage. Catalog of Modern World Coins, 1950-1964, 13th ed., rev. & ed. by Arthur L. Friedberg and Ira S. Friedberg (Coin & Currency Inst., 1983. 507p. \$5.95pa. 0-307-90538-1) is a standard work.

Postage Stamps

SUGGESTED PURCHASE PLAN—CRAFTS AND HOBBIES

18. Linn's World Stamp Almanac: A Handbook for Stamp Collectors. Amos Press, P.O. Box 150, Sidney, OH 45365, 1976 to date. Biennial. \$17 ISSN 0146-6887

This handbook offers a compendium of information for the stamp collector—terms, historical data, museums, organizations, auctions, stamp production, etc.

19. Scott Standard Postage Stamp Catalog. Scott, 1868 to date. Annual. 1987 ed., 5v. 5,600p. \$100/set pa. 0-89487-085-8; \$20/v. purchased separately. v.1, 0-89487-079-3; v.2, 0-89487-080-7; v.3, 0-89487-081-5; v.4, 0-89487-082-3; v.5, 0-89487-083-1

This standard catalog provides comprehensive coverage for stamps of the world. Information includes date of issue, design, denominations, color, perforation, watermark, value used and unused, and an illustration. Volume 1 is for the U.S., Canada, Great Britain, and the Commonwealth; v.2-4 cover the countries of the world alphabetically; v.5 is a specialized catalog of U.S. stamps.

110. Standard Handbook of Stamp Collecting. 3d ed. Richard Cobein. Thomas Y. Crowell, 1979. 630p. \$15.95 0-690-01773-1

A basic handbook and essential purchase for most public libraries, this work is divided into sections which cover all aspects of stamp collecting.

111. United States Postage Stamps Set. U.S. Postal Service. U.S. Government Printing Office, 1970-1985. Transmittal Letters of United States Postage Stamps, 1-8. 632p. Looseleaf with a 3-hole punch. \$24 S/N 639-000-00267-8

These 8 Transmittal Letters contain illustrated descriptions of all U.S. postage and special service stamps issued from July 1847 through 1982. Transmittal Letters, which contain revisions and information on later stamps, are issued irregularly.

Annual

Handbook of U.S. Coins with Premium List 16

Biennial

Linn's World Stamp Album 18

Every 2-3 Years

(or as often as possible)

Scott Standard Postage Stamp Catalog
(volumes most needed) 19

Group 1

Encyclopedia of Crafts 11

How-to 12

Macmillan Encyclopedic Dictionary of Numismatics 17

Standard Handbook of Stamp Collecting 110

Group 2

Catalogue of the World's Most Popular Coins 13

Comprehensive Catalog of U.S. Paper Money 14

Gold Coins of the World 15

United States Postage Stamps Set 111

J. PERFORMING ARTS

This chapter includes all of the performing arts except music, which is covered in Chapter K. Musical theater is included in this section, however, along with other sources on theater. This chapter also focuses on dance, motion pictures, radio, and television.

Dance

- J1. Balanchine's Complete Stories of the Great Ballets. George Balanchine and Frances Mason. Doubleday, 1977. 838p. \$27.50 0-385-11381-1
In addition to detailed stories of over 400 standard classical and modern ballets, there are discussions of ballet topics—choreography, children's ballet—and an illustrated glossary of terms. The plot discussions include information on first productions, revivals, outstanding productions, and performers.
- J2. The Concise Oxford Dictionary of Ballet. 2d ed. Horst Koegler. Oxford University Press, 1982. 459p. \$29.95 0-19-311325-2; \$14.95pa. 0-19-311330-9
Over 5,000 entries, which range in length from a few lines to several pages, attempt to cover all aspects of ballet for the past four centuries: choreographers, dancers, composers, literary sources of ballet, and terms. There also are entries for ethnic, ballroom, and modern dance.

Motion Pictures

- J3. Academy Awards. 2d ed. Richard Shale. Ungar, 1983. 650p. \$35 0-8044-2813-1; \$16.95pa. 0-8044-6861-3
This comprehensive work includes all Academy Awards nominees and winners in all categories from 1927, the date the award began, to 1981. The first section is arranged by categories of awards with listings for each; the second section is a chronological listing of the same information. Indexed.
- J4. Encyclopedia of the Musical Film. Stanley Green. Oxford University Press, 1981. 344p. \$35 0-19-502958-5
Articles cover British and American musical films, songs, performers, composers, lyricists, film directors, and other major figures from the field. There also is a discography and bibliography.

Note: Hollywood Musicals by Cline Hirschholz (Crown, 1981. 456p. \$30 0-517-54044-4) provides a chronological listing of 1,344 films from 1927 to 1980.

5. Film Encyclopedia. Ephraim Katz. Crowell, 1979; reprint 1981. \$34.50 0-690-01204-7 Putnam, 1982. \$14.95pa. 0-399-5060-1-2
The more than 7,000 entries provide biographies and filmographies of directors, producers, stars and feature players, screenwriters, and others who contribute to filmmaking. There also are entries for the development of film, major studios, film centers, organizations, and events.
- J6. Filmed Books and Plays: A List of Books and Plays from Which Films Have Been Made, 1928-1974. Rev. ed. A.G.S. Enser. Academic Press, 1975. 549p. \$65.50 0-12-785201-8
This list of British and American films made from books and plays has been expanded and reprinted twice since it appeared in 1968, but it is not exhaustive or up to date. It is included here because libraries frequently are asked for books on which movies were based. Information in each entry includes film, title of book, author, and differences, if any, in American and British film or book titles.
- J7. Halliwel's Film Guide. 5th ed. Leslie Halliwell. Scribner's, 1986. 1,124p. \$42.50 0-684-18634-9
This work, a companion volume to Halliwell's Filmgoer's Companion (see below), contains brief reports on 13,000 motion pictures. Information includes title; country of origin; running time; whether black-and-white or color; name of directors, producers, and principal members of cast; Academy Award nominations and awards; and a synopsis of the plot. There also is a 0 to 4 star rating system for each film (only 1% receive 4 stars; 56% receive no stars at all). This edition adds 400 films released in 1983-84 and 1,000 films from the 1930's which were not included in previous editions.
- J8. Halliwell's Filmgoer's Companion. 8th ed. Leslie Halliwell. Scribner's, 1985. 1,000p. \$42.50 0-684-18183-5; \$14.95pa. 0-684-18410-9
This work emphasizes persons involved in film throughout the history of the cinema—actors, producers, bit players, silent stars, cinematographers, art directors, etc. Entries for general topics also are included—definitions of terms, themes and subjects, historical figures frequently depicted in film, and important films. Heavily illustrated with movie stills.

Theater

- J9. Broadway Musicals: Show by Show. Stanley Green.
Hal Leonard Bks., 1985. 361p. \$17.95
0-88188-375-1

This work surveys 300 Broadway musicals from 1866 (The Black Crook) to 1985 (Big River). There is a brief synopsis of each, credits, facts, etc.

- Note: American Musical Theatre by Gerald Bordman (Oxford University Press, 1978. 749p. \$45 0-19-502356-0) and Encyclopedia of the Musical Theatre by Stanley Green (Da Capo, 1980. \$10.95pa. 0-306-80113-2) are two other useful works on the subject.

- J10. The Complete Play Production Handbook. Carl Allensworth et al. Rev. ed. Harper & Row, 1982. 384p. \$8.95pa. 0-463558-9
Directed toward the inexperienced, this work focuses on information needed to produce a play in the average community theater, high school, or college. There is a glossary, a directory of sources for theatrical supplies, and an index.

- J11. Concise Oxford Companion to the Theatre. Phyllis Hartnoll, ed. Oxford University Press, 1972; reprint 1986. 640p. \$9.95 0-19-281102-9
Although based on the 3d ed. of Oxford Companion to the Theatre (1967), articles have been rewritten to incorporate new material. There are entries on actors, dramatists, and directors; theater companies; buildings; and other topics related to the subject. Despite the inclusion of updated materials, this work is useful only for older information on the theater; the current edition of the Oxford Companion (J13) is a far more complete and current source.

- J12. Musicals! A Directory of Musical Properties Available for Production. Richard C. Lynch. American Library Association, 1984. 197p. \$19.50 0-8389-0404-1
This work identifies and describes some 400 musicals, both time tested and little known, which are available for production. In addition to information about the play itself—years of New York production, book on which based, composer, lyricist, etc.—there is a great deal more—licensing agent, musical publisher, label numbers of recordings, cast size divided by age and sex, special production needs, and other information.

- J13. Oxford Companion to American Theatre. Gerald Bordman Oxford University Press, 1984. 734p. \$49.95 0-19-503443-0

Designed to complement Oxford Companion to the Theatre (see below), this work contains articles on personalities, acting schools and companies, theater-related subjects, and brief synopsis of several hundred plays. It also covers such performing acts as circuses, wild west shows, vaudeville, and minstrel shows.

- Note: The Concise Oxford Companion to American Theatre by Gerald Bordman (448p. Oxford University Press, 1987. \$24.95 0-19-505121-1) is announced for release in September 1987.

- J14. Oxford Companion to the Theatre. 4th ed. Phyllis Hartnoll, ed. Oxford University Press, 1983. 934p. \$49.95 0-19-211546-4
This valuable work is international in scope and covers all time periods. The entries are for terms, personalities, theater companies and buildings, and theater in specific countries and cities. Focus is on legitimate theater with little attention given to popular theater.

- Note: The Encyclopedia of the Theatre, 1900-1975 by Edwin Bronner (A.S. Barnes, 1980. 659p. \$30 0-498-01219-0) is another useful work which emphasizes plays produced on Broadway and off-Broadway.

Radio and Television

- J15. Complete Directory of Prime Time Network TV Shows, 1946-Present. 3d ed. Tim Brooks and Earle Marsh. Ballantine, 1985. 1,123p. \$19.95 0-345-28248-5

This work focuses on network series from the four commercial networks aired after 6:00 p.m. and the top syndicated programs which ran predominately in the evenings from 1946 to 1984. Each entry provides dates, actors and their roles, names of memorable or frequent guest stars, characterizations of major roles, theme songs with the name of the orchestra, etc. Emmy Award winners, top-rated programs, longest running series, and other useful materials are contained in the Appendix.

- J16. Encyclopedia of Television. Vincent Terrace, ed. Zoetrope, 1986. 3v. v.1, \$29.95 0-918432-69-3; v.2, \$29.95 0-918432-61-8; v.3, \$39.95 0-918432-71-5

Each volume lists network and syndicated programs alphabetically by title, with a brief description of the story line, a list of actors and their

roles, and inclusive dates of the show. Almost all types of programs are included: series, pilots, specials, children's programs, talk shows, prime time, soap operas, syndicated, etc.

Note: Complete Encyclopedia of Television Programs, 1947-1979, 2d ed., by Vincent Terrace (Barnes, 1979; reprint Penguin, 1985. \$19.95pa. 0-14-007377-9) covers 3,500 network and syndicated shows of all types, including animated cartoons, children's programs, talk shows, etc., in the United States, United Kingdom, and Canada.

J17. Tune in Tomorrow: The Ultimate Encyclopedia of Old-Time Radio, 1925-1976. John Dunning. Prentice-Hall, 1979. 703p. \$8.95pa. 0-13-932608-1
This volume lists hundreds of radio shows broadcast between 1925 and 1976. Each is described and includes dates, sponsors, network, cost, background information, and ratings.

SUGGESTED PURCHASE PLAN—PERFORMING ARTS

Group 1

Broadway Musicals J9
Encyclopedia of Television J16
Halliwel's Film Guide J7
Halliwel's Filmgoer's Companion J8
Oxford Companion to the Theatre J14
or Concise Oxford Companion to the Theatre J11
Tune in Tomorrow J17

Group 2

Complete Directory of Prime Time...TV... J15
Concise Oxford Dictionary of Ballet J2
Filmed Books and Plays J6
Encyclopedia of the Musical Film J4
Film Encyclopedia J5
Oxford Companion to the American Theatre J13

Group 3

Academy Awards J3
Balanchine's Complete Stories of ... Ballets J1
Complete Play Production Handbook J10
Musicals J12

K. MUSIC

Libraries strive to meet the needs of users with varied musical interests—classical and opera, folk, soul, jazz, country and western, popular, and rock. The works in this section are chosen with these varied interests in mind. The reference sources listed are primarily those designed for a popular audience rather than a professional one, but many works selected will be useful to both groups.

Dictionaries and Handbooks

K1. International Encyclopedia of Music and Musicians.

11th ed. Oscar Thompson, ed. in chief. Bruce Bohle, ed. Dodd, Mead, 1985. 2,609p. \$69.95 0-396-08412-5

Since it first appeared in 1939, this work has been expanded and greatly revised. Libraries holding the 10th ed., however, may not find it necessary to purchase the latest update, since change is minimal. The work consists of short entries for composers, types of music, and topics related to musical history and criticism. This is an excellent quick reference tool.

K2. The New Harvard Dictionary of Music. 2d rev. ed.

Don Michael Randel, ed. Harvard, 1986. 968p. \$30 0-674-61525-5

The entries in the latest revision of this work, a standard for more than 40 years, include some 6,000 terms and concepts in many types of music—jazz, rock, all forms of Western music, music of Africa, Asia, Latin America, and the Near East. There also are descriptions of musical instruments, musical examples, and drawings. An ALA Outstanding Reference Source 1986.

K3. The New Grove Dictionary of American Music.

H. Wiley & Stanley Sadie, eds. Grove's Dictionaries of Music, 1986. 4v. 2,600p. \$595/set 0-943818-36-2

This new work, an ALA Outstanding Reference Source 1986, builds on the monumental New Grove Dictionary of Music and Musicians (see Note below). Its 5,000 articles cover all aspects of American music, popular and classical. This is a significant publication which is not likely to be replaced by later works.

Note: New Grove Dictionary of Music and Musicians, ed. by Stanley Sadie, 6th ed. (Macmillan, 1980. 20v. \$2,100/set 0-333-23111-2) contains 22,500 articles

on all aspects of music. Most small and medium-sized libraries cannot afford to purchase this set, nor do they generally require the extensive coverage it provides.

K4. The New Oxford Companion to Music. Denis Arnold.

Oxford University Press, 1983. 2v. 2,017p. \$99/set 0-19-311316-3

Although based on a standard work, Oxford Companion to Music (10 editions, 1938-1970), this is essentially a new work. It provides international coverage in articles ranging from 50 words to a number of pages, for terms, composers, individual works, instruments, forms, and many other types of topics.

K5. The Oxford Dictionary of Music. Michael Kennedy.

Oxford, 1985. 824p. \$39.95 0-19-311333-3

This is a revised edition of Concise Dictionary of Music, 3d ed., also by Michael Kennedy (1980). It includes all types of topics—composers, performing artists, orchestras, individual works, forms, terms, institutions, etc.—in over 10,000 alphabetically arranged entries. This is an indispensable tool for all types of general libraries.

K6. The Scribner Guide to Orchestral Instruments. By

the Diagram Group. Scribner, 1983. 121p. \$9.95 0-684-179512

Four categories of instruments—aerophones, membranophones, idiophones, and chordophones—are divided into families—flute, horn, etc. There are summaries of each family; fact boxes which provide such data as range, position within orchestral seating arrangement, principal compositions for it; and drawings of complex instruments with parts clearly labeled.

Directories

K7. Songwriter's Market. Julie Whaley, ed. Writer's

Digest, 1979 to date. Annual. 1987 ed., \$15.95 0-89879-247-9 ISSN 0161-5971

Those who write songs and wish to market their products will find this an indispensable directory, which includes song buyers and publishers, record companies, and producers. For each listing there are names and addresses, contact persons, types of music wanted, and information on how to contact and send music.

Discographies

- K8. Schwann Record and Tape Guide. Schwann Publications, 1949 to date. Annual. 1986, \$25/yr. ISSN 0160-1571 (Order from ABC Schwann Inc., 535 Boylston St., Boston, MA 02116.)

Full order information is provided for records, cassettes, and tapes. There are 12 monthly and two semi-annual issues.

Histories

- K9. History of Western Music. 3d ed. Donald Grout. Norton, 1980. 540p. \$14.95 0-393-95136-7
This excellent survey of Western music from ancient to modern times is designed for the general reader. There also is a glossary of terms and bibliography.

Song Index

- K10. Find That Tune: An Index to Rock, Folkrock, Disco and Soul in Collections. William Gargan and Sue Sharma, eds. Neal-Schuman, 1984. 303p. \$47.50 0-918212-70-7

An Outstanding Reference Source of 1984, this work indexes over 4,000 songs in 302 published collections. Indexing is by title, first line, composer and lyricists, and performer.

- K11. Popular Song Index. Patricia P. Havlice, comp. Scarecrow, 1975. 933p. \$55 0-8108-0820-X
First Supplement, 1978. 368p. \$30 0-8108-1099-9
Second Supplement, 1984. 530p. \$35 0-8108-1642-3

This work has been a standard since it first appeared in 1975. The basic volume indexes some 32,000 folk songs, pop tunes, spirituals, hymns, sea chanteys, children's songs, etc. contained in over 300 song books, published between 1940 and 1972, by title, first line, composers, and lyricists. The two supplements index an additional 228 collections. The overlap with Find That Tune (see above) is slight.

Note: Folk Song Index by Florence E. Brunnings (Garland, 1981. 355p. \$75 0-8240-9462-X) indexes over 50,000 songs contained in collections. Another work on songs, The Great Song Thesaurus by Roger Lax and Frederick Smith (Oxford University Press, 1984. 665p. \$75 0-19-503222-5), lists over 10,000 American and British popular songs from 1558 to 1978 by title. It also lists songs by

subject, keywords, and categories, which enables the user to identify a song on which limited information is known.

Musical Forms

Folk, Pop, Rock, Soul, and Country

- K12. The Country Music Book. Michael Mason. Scribner's, 1985. 421p. \$14.95 0-694-18012-8; \$14.95 0-694-18046-4

Emphasis of this volume is on the history of country music, arranged by 21 styles and genres, and instruments from the banjo to the steel guitar. There also is information about business aspects of country music, an annotated list of sources, and lists of awards and films for the field.

Note: The Best of Country Music by John Morthland (Dolphin: Doubleday, 1984. 456p. \$14.95pa. 0-385-19192-8) is another worthwhile source on the subject.

- K13. Encyclopedia of Folk, Country and Western Music. 2d ed. Irwin Stambler and Grelum Landon. St. Martin's, 1982. 1,200p. \$50 0-312-14818-0
Alphabetically arranged articles provide detailed information on individual performers and groups and on instruments, terms, awards, and other topics.

- K14. Rock On: The Illustrated Encyclopedia of Rock n'Roll. Norm N. Nite. Harper & Row, 1979-85. 3v. Vol. 1, The Solid Gold Years, updated ed., 1982. \$22.45 0-06-181642-6; Vol. 2, The Modern Years, 1964-present, 1978. \$22.45 0-06-181643-4; Vol. 3, The Video Revolution, 1979-1984, 1985. \$22 0-06-181644-2

Each volume, covering a specific time period, contains biographical sketches of individuals and groups, with discographies for each. Indexing is by song titles.

Note: The Rolling Stone Encyclopedia of Rock and Roll, ed. by Jon Pareles; Patty Romanowski, consulting ed. (Rolling Stone/Summit Books, 1983. 615p. \$22.95 0-671-43457-8; \$12.95pa. 0-671-44071-3), a substantial work, is similar in scope. Encyclopedia of Pop, Rock & Soul by Irwin Stambler (St. Martin's, 1976. 609p. \$17.95pa. 0-312-25025-8), despite its age, continues to be useful.

Opera

- K15. New Kobbe's Complete Opera Book. Gustav Kobbe.
Ed. and rev. by The Earl of Harewood.
Putnam's, 1976. 663p. \$25 0-399-11633-8
The current edition of this work, which appeared in 1935 and has been updated and revised several times, includes detailed stories of more than 300 operas.

Note: Concise Oxford Dictionary of Opera, 2d ed., ed. by Harold Rosenthal and John Warrack (Oxford University Press, 1979. 561p. \$12.95pa. 0-19-311321-X) is another useful source.

Note: Other worthwhile biographical sources include Composers Since Nineteen Hundred ed. by David Ewen (H.W. Wilson, 1981. 328p. \$28 0-8242-0664-9); Musicians Since Nineteen Hundred, ed. by David Ewen (H.W. Wilson, 1978. \$55 0-8242-0565-0); and Great Composers: Thirteen Hundred to Nineteen Hundred, ed. by David Ewen (H.W. Wilson, 1983. 429p. \$33 0-8242-0018-7).

Biography

- K16. American Songwriters. David Ewen. H.W. Wilson, 1986. 528p. \$50 0-8242-0744-0
This is a revision and expansion of Popular American Composers (1962) and its supplement (1972). Fifty-five of the 144 profiles, which cover songwriters over a 200 year period, are new. They are from the fields of ragtime, minstrel, Tin Pan Alley, jazz, blues, country, western, soul, and Broadway.

- K17. Baker's Biographical Dictionary of Musicians. 7th ed. Rev. by Nicholas Slonimsky. Schirmer, 1984. 2,577p. \$85 0-02-870240-9
This standard biographical dictionary for musicians provides extensive coverage into the 1980's for both classical and popular musicians--composers, conductors, singers, songwriters, instrumentalists, instrument makers, critics, theorists, musicologists, educators, etc. Entries are from a few lines to several pages in length. This is an indispensable reference source.

- K18. Encyclopedia of Jazz. Rev. and enl. Leonard G. Feather. Horizon, 1960. Reprint, Da Capo, 1984. 527p. \$18.95pa. 0-306-802147

- K19. Encyclopedia of Jazz in the Sixties. Leonard G. Feather. Horizon, 1966. 312p. \$14.95pa. 0-306-80263-5

- K20. Encyclopedia of Jazz in the Seventies. Leonard G. Feather and Ira Fitter. Horizon, 1976. 393p. \$25 0-8108-1215-3
There are alphabetically arranged biographical sketches for jazz musicians from early times through 1975. The essays include information on backgrounds and career history, as well as recordings.

SUGGESTED PURCHASE PLAN-MUSIC

Annual Subscription

Schwann Record and Tape Guide K8

Every 2-3 Years

(or as often as possible)

Songwriter's Market K7

Group 1

Baker's Biographical Dictionary of Musicians K17

Encyclopedia of Folk, Country and Western Music K13

Encyclopedia of Jazz K18

New Harvard Dictionary of Music K2

Oxford Dictionary of Music K5

Rock On K14

Group 2

Country Music Book K12

Encyclopedia of Jazz of the Sixties K19

International Cyclopedia of Music and Musicians K1

New Oxford Companion to Music K4

Popular Song Index K11

Scribner Guide to Orchestral Instruments K6

Group 3

American Songwriters K16

Encyclopedia of Jazz in the Seventies K20

Find That Tune K10

History of Western Music K9

New Grove Dictionary of American Music K3

New Kobbe Complete Opera Book K15

L. ARCHAEOLOGY AND HISTORY

This chapter focuses on archaeology and political and military history of the world, the United States, and Texas. It should be noted that Chapter P, "Geography and Area Studies," is a closely related chapter which treats works covering all aspects of life in a specific section of the world. The selections listed under "Area Studies" in Chapter P should be considered along with the reference works discussed below.

Archaeology

- L1. Atlas of Ancient America. Text by Michael Coe et al. Facts on File, 1986. 240p. \$35 0-8160-1199-0
This atlas concerns the archaeology of North, Middle, and South America. It is one of the best available introductions to prehistory of the continents and the first atlas of the New World.
- L2. The Cambridge Encyclopedia of Archaeology. Andrew Sherratt, ed. Crown/Cambridge University Press, 1980. 495p. \$35 0-517-53497-5
The sixty-four chapters, contributed by subject specialists, are written for the educated layperson, not the scholar. Arrangement is in three sections: development of modern archaeology; treatment of various periods, regions, etc. (the most extensive section); and frameworks: dating and distribution. The work is supported by bibliographies for each chapter and an analytical index.
- L3. A Dictionary of Terms and Techniques in Archaeology. Sara Champion. Facts on File, 1980. 144p. \$15.95 0-87196-445-7
This brief work defines terms used in scientific and technical aspects of archaeology, designed for use by non-professionals. Major articles include bibliographies; there also is a general bibliography. Numerous illustrations.
- L4. The World Atlas of Archaeology. Michael Wood, ed. G.K. Hall, 1985. 423p. \$65 0-8161-8747-9
Arranged geographically and chronologically, this volume includes maps and over 1,000 color illustrations of prehistoric Europe, the classical world, and medieval and modern eras. The term atlas is used in its broadest sense—a volume of plates that systematically illustrate a subject.

General History

- L5. Dictionary of Battles. Peter Young and Michael Calvert. Mayflower Books, Smith Pubs., 1978-79. v.3-4 (To be in 4v.) v.3 \$15 0-8317-2260-6; v.4 \$15 0-8317-2261-4
Volume 3, 1715-1815, and Vol. 4, 1816-1976, are the first published in a projected 4v. set on battles fought around the world. They are classified by region on specific wars and arranged alphabetically under each section. Entries include sites, dates, opposing forces, descriptions of the action, casualties, and outcome.
- L6. The Discoverers: An Encyclopedia of Explorers and Explorations. Helen Delpar, ed. McGraw-Hill, 1980. 471p. \$49.95 0-07-016264-6
Most of the 274 articles, which vary in length from a paragraph to a long essay, treat the lives and careers of explorers from ancient times to modern space flights. Other entries concern explorations of specific geographical areas or related topics; e.g., means of transportation. Some 200 illustrations, over 30 maps of travel routes, bibliographies, and an index support the text.
- L7. The Encyclopedia of Military History from 3500 B.C. to the Present. 2d rev. ed. Richard Ernest Dupuy and Trevor Dupuy. Harper & Row, 1986. 1,524p. \$39.95 0-06-181235-8
This massive work offers comprehensive coverage of wars and warfare through 1984, arranged chronologically and then regionally. Articles are illustrated by 80 black-and-white drawings and some 200 maps. There are three separate indexes—general with an addendum; battles and sieges; and wars.
- L8. Weapons: An International Encyclopedia from 5000 B.C. to 2000 A.D. The Diagram Group. St. Martin's Press, 1981. 320p. \$27.50 0-312-85946-5
Named an ALA Outstanding Reference Source of 1981, this volume covers weapons from the simple club to complex modern weaponry. There are drawings, diagrams, historical and functional data for each weapon. Indexing is by historical periods, regions, and famous names associated with weapons.
- L9. The World Almanac of World War II: The Complete and Comprehensive Dictionary of World War II. 1st rev. ed. Peter Young, ed. Pharos Books; distr. by Ballentine, 1986. 624p. \$14.95 0-345-33725-5
Essays, chronologies, biographies of military and

political figures, and a section on weapons and equipment make up this volume.

Note: The prestigious Cambridge histories also may be needed in some libraries. They include New Cambridge Modern History (Cambridge University Press, 1957-79. 14v. \$600/set 0-521-08787-0. Most volumes available separately and in paper.); Cambridge Ancient History (Cambridge University Press, 1923-39. 12v. and 5v. plates. Prices vary from \$33 to \$85/v. Some vols. available in paper.); and Cambridge Medieval History (Cambridge University Press, 1911-1936. 8v. Prices vary from \$60 to \$88/v.).

Chronologies and Tables

- L10. Encyclopedia of World History: Ancient, Medieval and Modern. 5th ed. William L. Langer. Houghton, 1972. 1,362p. \$32 0-395-13592
- This standard work is a historical chronology covering the span from ancient times to 1970. Concise information is presented on political, military, diplomatic, and cultural history. There also are maps and genealogical tables.

Note: The People's Chronology: Year-by-Year Record of Human Events from Prehistory to the Present, ed. by James Trager (Holt, 1979. 1,206p. \$27.95 0-03-107811-8) covers from the Pliocene Period to 1973, with emphasis on the 19th and 20th centuries.

- L11. The Timetables of History. Rev. ed. Bernard Grun. Simon & Schuster, 1982. 676p. \$29.95 0-671-24987-8; \$16.50pa. 0-671-24988-6
- This chronologically arranged source, for the period 500 A.D. to 1982, presents contemporary persons and events in various fields in parallel columns: history and politics; literature, theater; religion, philosophy, learning; visual arts; music; science, technology; daily life. Earlier history (5000 B.C.-500 A.D.) is presented in larger time blocks.

Note: Historical Tables, 58 B.C.-A.D. 1978, 10th ed., by S.H. Steinberg (St. Martin's Press, 1979. 269p. \$27.50 0-312-38676-1) is a similar work.

Atlases

- L12. Times Atlas of World History. Rev. ed. Geoffrey Barraclough, ed. Hammond, 1984. 360. \$75 0-8437-1125-6
- The over 600 clear and attractive maps focus on

broad historical movements of worldwide scope. Arrangement is in 7 sections, updated to the early 1980's. Special attention is given to economics and cultural affairs, peoples and migration, political history, and to the period since 1945. Extensive glossary and index.

United States

Documents and Bibliographies

- L13. Documents of American History. 9th ed. Henry Steele Commager, ed. Prentice-Hall, 1974. 2v. \$23.95/v., pa. v.1 0-13-216994-0; v.2 0-13-217000-0
- These volumes include significant official and quasi-official documents related to American history from 1492 through mid-1973. Each document is preceded by brief background notes and a short bibliography. Indexing is by topic and personal name.

- L14. Harvard Guide to American History. Rev. ed. Frank Freidel, ed. Harvard University Press, 1974. 2v. 1,290p. \$60/set 0-674-37535-1; \$15pa./set 0-674-37555-6
- This standard bibliography covers the entire range of American history, citing primary and secondary materials in books and periodicals through 1970. Volume 1 is arranged topically; Vol. 2 is chronologically arranged.

Note: Guide to the Study of the United States of America, Library of Congress, General Reference and Bibliographic Division (U.S. Government Printing Office, 1960. 1,193p. \$14 S/N 030-001-00011-7), and Supplement, 1956-65 (GPO, 1976. 526p. \$18 S/N 030-001-00042-7), cover all aspects of American studies--history, literature, geography, etc.

Dictionaries and Encyclopedias

- L15. Civil War Dictionary. Mark Mayo Boatner. McKay, 1959. 974p. \$25 0-679-50013-8
- The 4,000 brief entries are on campaigns, battles and persons; biographical articles predominate. There also are maps and diagrams.

Note: Historical Times Illustrated Encyclopedia of the Civil War, by Patricia Faust (Harper & Row, 1986. \$39.45 0-06-181261-2) is another reputable work on the subject.

- L16. Dictionary of American Diplomatic History. John E. Findley. Greenwood Press, 1980. \$55 0-313-22039-5

Over 1,000 articles cover U.S. diplomatic history from the American Revolution to 1978. Almost half of the entries are biographical; others include terms, concepts, treaties events, and organizations. Entries provide references to additional readings.

- L17. Dictionary of American History. Rev. ed. Scribner's, 1976. 8v. \$390/set 0-684-13856-5

This standard work, originally edited by the distinguished historian James Truslow Adams, is the most comprehensive work of its type. The 6,200 articles, which vary from a paragraph to several pages in length, deal with all aspects of American history. There are no biographies, however, since historical figures are ably covered in Dictionary of American Biography (see Chapter C, "Biography"). The signed entries, contributed by over 1,800 scholars, include reference to further readings.

Note: The small library may wish to purchase Concise Dictionary of American History (Scribner's, 1983. 1,140p. \$75 0-684-16631-3), an abridgment of the above work, which offers condensed versions of all entries found in the parent set. Scribner Desk Dictionary of American History (Scribner's 1984. 631p. \$14.95 0-684-18154-1) is an even briefer version.

- L18. Encyclopedia of Southern History. Robert O'Brien and Harold Martin, eds. Facts on File, 1985. 560p. \$29.95 0-87196-728-6

Although not comprehensive, this is a useful source for material on cultural, geographic, statistical, political, and other related topics on the 11 states that make up the region, Texas among them. Personal and geographic names dominate. Alphabetically arranged articles, written in a readable style, range in length from a paragraph to a full-page in length. Indexed.

- L19. Encyclopedia of Western Gun Fighters. Bill O'Neal. University of Oklahoma Press, 1979. 386p. \$24.95 0-8061-1508-4

Gun fighters are defined as persons who were involved in at least two verifiable gunfights between 1854 and 1924. The 255 persons included--law officers, detectives, buffalo hunters, army scouts, rustlers, thieves, and hired killers--are treated in alphabetically arranged articles from 1 to 6 pages in length. One hundred seventy-two of the gun fights took place in Texas.

- L20. Franklin D. Roosevelt: His Life and Times, an Encyclopedic View. Otis L. Graham and Megham R. Wanders, eds. G.K. Hall, 1985. \$27.50 0-8161-8667-7

This volume, the first in the G.K. Hall Presidential Encyclopedia Series, is far more than a biographical work, since its focus is on the historical period between 1933-1945. The 321 readable entries concern important individuals, events, and concepts, supported by bibliographic notes and 275 illustrations.

- L21. The Reader's Encyclopedia of the American West. Howard R. Lamar, ed. Crowell, 1977. Reissued 1987. 1,318p. \$30 0-06-015726-7

The American West is defined as the frontier between 1607 and 1900 and the trans-Mississippi from 1500 to the present. The 2,400 authoritative articles, written by over 200 specialists, range from a few sentences to several pages.

Note: The World Almanac of the American West by John S. Bowman (Pharos Books, distr. by Ballantine, 1986. 368p. \$29.95 0-345-33720-4) is a chronology of events concerning the westward movement across North America from 1492 to 1986.

- L22. The Vietnam War: An Almanac. John S. Bowman, ed. World Almanac, distr. by Ballantine, 1985. 512p. \$34.95 0-345-32631-8

Named an ALA Outstanding Reference Source of 1985, this work provides sections on the history of Vietnam from ancient times to the present; a day-by-day chronology of events covering every aspect of the War; articles on key issues, events, people, terms, and weaponry that shaped the War; and an annotated bibliography.

Note: Vietnam War Almanac by Harry S. Summers (Facts on File, 1985. 484p. \$24.95 0-8160-1017-4) is similar to the above.

Chronologies

- L23. Encyclopedia of American Facts and Dates. 8th ed. Gordon Carruth, ed. Crowell, 1987. 1,008p. \$29.95 0-06-18143-2

Events and other occurrences, arranged chronologically, are presented in four parallel columns: politics, government, war, disasters, vital statistics; books, paintings, drama, architecture, sculpture; science, industry,

economics, education, religion, philosophy; sports, fashions, popular entertainment, folklore, society. Extensively indexed.

Note: A recent work, The Almanac of American History, ed. by Arthur M. Schlesinger, Jr. (Putnam, 1983. 623p. \$14.95 0-399-12883-0; \$10.95pa 0-399-51092-6) is primarily a chronology (A.D. 986-1982) supplemented by 6 well-written essays.

Atlases

L24. Atlas of American History. 2d rev. ed. Scribner's, 1985. 306p. \$50 0-864-18411-7
Designed as a supplement to Dictionary of American History (L17), this standard work contains 200 chronologically arranged maps. This revision adds maps on such topics as nuclear power plants and hazardous waste sites, but the additions do not warrant replacement by libraries holding the 1978 edition.

Texas

L25. The Chronology of Texas History Through 1920. Donald W. Whisenhunt. Eakin Press, 1982. 175p. \$12.95 0-89015-7
The compilers of this chronology searched the three-volume Handbook of Texas (see below) for significant dates in Texas history. Events are listed by year (more recent ones by month and by date) for the period 900 to 1920. Dates for biographies are omitted except for the most outstanding historical figures. Indexed.

L26. Handbook of Texas. Walter Prescott Webb and H. Bailey Carroll, eds. Texas State Historical Association, 1952. 2v. \$55 0-87611-013-8.
Supplement, called Vol. 3. Eldon Stephen Branda, ed. 1977. \$35 0-87611-027-8
\$75/3v. set (Available from Texas State Historical Association, 21306 Richardson Hall, University Station, Austin, TX 78712).
This unique work provides historical, economic and cultural information about Texas, in articles that vary from a few lines to long, survey essays, contributed by historians, journalists, and other writers. Biographical entries are numerous. An expanded revision is in preparation, but will not be published until 1995.

L27. Historical Atlas of Texas. William C. Pool. Maps by Edward Triggs and Lance Wren. Encino Press, 1974. 216p. \$20 0-88426-033-X
Nearly 100 maps demonstrate the relationship of the state's history to its geography from pre-Spanish days to the 1970's. The maps locate Indian tribes, European settlements, frontier forts, railroads, oil deposits, etc., as well as depict the Texas Revolution, the Republic of Texas, the Civil War, and numerous other important periods and events.

Note: Texas Almanac (Chapter M: "Social Science") is a standard source for historical information on the state.

SUGGESTED PURCHASE PLAN-ARCHAEOLOGY AND HISTORY

Group 1

Cambridge Encyclopedia of Archaeology L2
Dictionary of American History L17
(or Concise Dictionary of American History
--see Note following L17)
The Discoverers L6
Encyclopedia of American Facts and Dates L23
Encyclopedia of World History L10
Handbook of Texas L26
World Almanac of World War II L9

Group 2

Chronology of Texas History Through 1920 L25
Documents of American History L13
Encyclopedia of Military History from 3500
B.C. to the Present L7
Encyclopedia of Southern History L18
Reader's Encyclopedia of the American West L21
Timetables of History L11
World Atlas of Archaeology L4

Group 3

Atlas of American History L24
Atlas of Ancient America L1
Dictionary of Battles L5
Encyclopedia of Western Gun Fighters L19
Franklin D. Roosevelt L20
Historical Atlas of Texas L27
Times Atlas of World History L12

Group 4

The Civil War L15
Dictionary of American Diplomatic History L16
Dictionary of Terms & Techniques in Archaeology L3
Harvard Guide to American History L14
The Vietnam War L22
Weapons L8

M. SOCIAL SCIENCES

Three fields of the social sciences, which are covered by a limited number of sources, are treated in sections of this chapter: psychology, parapsychology, and statistics. Other disciplines are covered by separate chapters: sociology, geography and area studies, education, political science and law, and business and economics. It should be noted that sources listed below, especially those in the General section, contain information for all fields of the social sciences.

General

M1. International Encyclopedia of the Social Sciences.

David L. Sills, ed. Macmillan, 1968. 8v.

11,242p. \$300/set 0-02-895700-8 Biographical Supplement. 1979. 768p. \$85 0-02-895690-7

This landmark set provides comprehensive coverage for the social sciences to the 1960's. The Biographical Supplement includes articles on 215 additional social scientists who either have died since the preparation of the original set, which included no living persons, or who were born prior to 1908. The signed articles present concepts, principles, theories, and methods of research for all of the social sciences, including history and law. The more than 1,700 contributors emphasize analytical aspects of their topics. The set is designed to complement its predecessor, Encyclopedia of the Social Sciences (Macmillan, 1930-35. 15v.), still available on microfiche (125 fiche. \$250 0-02-469850-4) or microfilm (4 reels. \$225 0-02-469830-X).

M2. The Reference Shelf Series. H.W. Wilson, 1922 to date. 6 issues/yr. \$44/yr., \$9/ea.

Each of the first five volumes treats a different topic of current interest by reprinting materials from leading periodicals, judiciously selected to reflect all sides of the issue. The sixth is a collection of outstanding speeches, delivered the previous year, on current issues. Topics announced for the 5 volumes for 1987 are The Farm Crisis; Nicaragua; AIDS; South Africa, Apartheid, and Divertature; and Religions in America. See the H.W. Wilson Co., Catalog for previous volumes still in print.

M3. Social Issues Resources Series.

The 32 loose-leaf volumes, each covering a separate topic--Third World, Aging, Alcohol, Crime, Drugs--

reprint thousands of articles on timely issues and problems. A library may purchase the entire set or individual volumes, which cover topics of special interest. Pricing information may be obtained by calling 800-327-0513, or writing P.O. Box 2507, Boca Raton, Florida 33427.

M4. The Social Sciences Encyclopedia. Adam Kuper and Jessica Kuper, eds. Routledge & Kegan Paul; distr. by Methuen, 1985. 916p. \$75 0-7102-0008-0

Although this work lacks the depth of International Encyclopedia of the Social Sciences (M1), it is useful as an update or to stand alone as a source for current social science topics. Emphasis is on psychology, sociology, political science, economics, and anthropology, but attention also is given to psychiatry, law, education, history, business, and women's studies. Most of the 700 articles are a page or less in length.

M5. Social Sciences Index. H.W. Wilson, 1974 to date. Quarterly with annual cumulations. Sold on a service basis. ISSN 0094-4920

This periodical index offers broad coverage of many fields of the social sciences: anthropology, black studies, economics, environmental sciences, geography, health and medicine, law and criminology, planning and public administration, political science, psychology, urban studies, and women's studies. Subject and author indexing is provided for 300 English-language periodicals. The ALA Committee on Wilson Indexes is currently studying coverage provided by this index; the June 1987 issue will reflect added title recommendations. Purchase of this index will not be warranted unless the library subscribes to a substantial number of the periodicals indexed.

M6. State of Texas Directory of Human Resources, 1984-85.

Department of Social Work, University of Texas Medical Branch at Galveston. 389p. (Order from UTMB, Dept. of Social Work, Route G-39, Galveston, TX 77550) \$14 plus \$2 mailing, prepaid.

This directory lists public and private agencies in each county which provide material assistance, health services, and rehabilitation--alcoholism and drug abuse programs, halfway houses, mental health counseling, extended care facilities, genetics counseling, adoption agencies, etc.

- M7. Texas Almanac and State Industrial Guide. A.H. Belo; distr. by The Dallas Morning News, 1857 to date. Biennial. 1986/87 ed., \$14.95 0-914511-03-3

Well established as an essential reference book in area libraries, this almanac provides detailed coverage of Texas government, economic and social statistics, and historical information. Major sections include: an outline of Texas history; a listing of Texas counties and towns with basic directory and statistical data; a listing of boards and commissions, with addresses and key personnel; information about state government, finances, agriculture, and many other topics.

Psychology

- M8. Encyclopedia of Psychology. Raymond J. Corsini, ed. John Wiley, 1984. 4v. \$199.95/set 0-471-86594-X
- The outstanding set provides comprehensive coverage for the 10 major psychological sub-groups—applied, clinical, cognitive, developmental, educational, measurement, personality, physiological, social, and theoretical—in some 2,150 entries in Vols. 1-3. Volume 4 contains a lengthy bibliography and a subject index with more than 24,000 entries. Articles, written by over 400 subject specialists, are concise and readable.

Note: Concise Encyclopedia of Psychology, ed. by Raymond J. Corsini (Wiley, 1987. 1,100p. \$89.95 0-471-01068-5) is an abridgment of the above.

- M9. Encyclopedia of Psychology. 2d ed. Hans Jürgen Eysenck, ed. Continuum, 1979. 1,187p. \$39.59 0-8264-0097-3
- A reprint of a 3-vol. set published in 1972, this work surveys the entire field of psychology. The 5,000 entries range from short definitions of terms to long essays on important concepts. Biographies treat those who have made important historical contributions to the field. Bibliographies accompany longer articles.

- M10. Longman Dictionary of Psychology and Psychiatry. Robert M. Goldenson. Longman, 1984. 815p. \$39.95 0-582-28257-8
- This important work, the largest and most comprehensive dictionary available, includes 32,164 entries for the psychosciences and allied fields. The clear, concise definitions are useful to

students and the general public as well as professionals. The Appendix lists entries pertaining to psychological tests and to therapy.

Note: Dictionary of Psychology by James Drever, rev. ed. by Harvey Wallerstein (Penguin, 1964. \$6.95pa. 0-14-081005-2) is a standard of the past which is still available and still useful.

- M11. A Psychiatric Glossary. 5th ed. American Psychiatric Association. Joint Commission on Public Affairs. Little, Brown, 1980. 142p. \$12.95 0-316-03656-0
- Concise definitions of terms and phrases, and identification of important individuals in the field, make this small volume a worthwhile purchase.

Note: If an advanced level dictionary for psychiatry is required, Psychiatric Dictionary, 5th ed., by Robert Jean Campbell (Oxford University Press, 1981. 693p. \$37.95 0-19-502817-1) is an excellent choice. An older work, Encyclopedia of Psychoanalysis by M.D. Edelberg (Free Press, 1968. 471p. \$45 0-02-909340-6) also is worthwhile.

Parapsychology and the Occult

- M12. Dictionary of Mysticism and the Occult. Nevil Drury. Harper & Row, 1985. 281p. \$24.95 0-06-062093-5; \$12.95pa. 0-06-062094-3
- Succinct definitions of some 3,000 terms concerning magic, spiritualism, parapsychology, Eastern and Western mysticism, folklore, mind and consciousness, divination, Tarot, and astrology comprise this volume. It is the most comprehensive and authoritative work concerning these fields.
- M13. A Dictionary of Superstitions. Sophie Lasne and Andre Pascal Gaultier. Prentice-Hall, 1984. 355p. \$20.95 0-13-210881-X; \$10.95 0-13-210873-9
- This work covers superstitions which relate to plants, animals, weather, clothing, the human body, etc.

Note: Knock on Wood: An Encyclopedia of Talismans, Charms, Superstitions & Symbols by Carol A. Potter (Beauford Books, 1983. 272p. \$10.95pa. 0-8253-0144-0) is a similar work.

- M14. Encyclopedia of Occultism & Parapsychology: A Compendium of Information on the Occult Sciences, Magic, Demonology, Superstitions, Spiritualism, Mysticism, Metaphysics, Psychical Science & Parapsychology. 2d ed. Leslie Shepard, ed. Gale, 1984. 3v. \$200/set 0-8103-0196-2

The first edition of this work was a photographic reproduction of Lewis Spencer's Encyclopedia of Occultism (1920) and Nandor Fodor's Encyclopedia of Psychic Science (1934), with an added 1,000 entries. The alphabetically arranged 2d ed. contains revised entries from the first, with new entries in an enhanced bibliography. This is the standard work on the occult.

- M15. The New Complete Astrologer: The Practical Encyclopedia of Astrological Science. 21 Century ed., completely rev., updated and extended. Harmony Books/Crown, 1984. 288p. \$20 0-517-55503-4

Extensive treatment of astrology is provided in this handsome volume—history of astrology and the zodiac, cosmic rays, biological clocks, construction of birth charts, etc. There are 70 pages of charts for the years 1910 to 2001 for use in producing horoscopes.

Statistics

- M16. Census Catalog and Guide 1986. Bureau of the Census. U.S. Government Printing Office, 1986. \$23 S/N 003-024-06500-2
All data for printed reports, microfiche, computer tapes, floppy disks, online access, paper print, and maps produced by the Bureau of the Census from 1980 through 1985 are listed. In addition to population statistics, there are those covering agriculture, manufacturing, construction, business, foreign trade, transportation, and many other topics.
- M17. City and County Data Book. Bureau of the Census. U.S. Government Printing Office, 1952 to date. Irregular. 1983 ed., \$24 S/N 003-024-05833-2
A variety of detailed statistics for counties, Standard Metropolitan Statistical Areas, and cities of at least 25,000 are provided—population, marriage, death, divorce, employment, income housing, retail trade, etc.
- M18. Handbook of Labor Statistics. Bureau of Labor Statistics. U.S. Government Printing Office, 1924/26 to date. Irregular. 1985 ed., \$16 S/N 029-001-02846-6
This basic volume on U.S. labor statistics includes tables on all data compiled by the Bureau and other agencies—wages and salaries, prices, unemployment, and many other topics. Since 1976, the charts have provided data for 1967 to the year of publication.

- M19. Historical Statistics of the United States: Colonial Times to 1970. Bicentennial ed. Bureau of the Census. U.S. Government Printing Office, 1976. 2v. \$35/set S/N 003-024-00120-8

Intended as a supplement to Statistical Abstracts (M22), these volumes provide an overview of history in some 12,500 statistical tables. Beginning dates of coverage vary. Most data relate to the country as a whole, but some covers smaller geographic areas. References to sources and a detailed index are provided.

- M20. Population of the United States: Historical Trends and Future Projections. Donald J. Bogue. Free Press, 1985. 728p. \$80 0-02-904700-5
Named an ALA Outstanding Reference Source for 1985, this volume provides extensive demographic data for the years since 1960, including census data available July 1, 1984, and future projections. (An earlier volume published in 1959 and now out of print, provides coverage for the 1930's through 1959.)

- M21. State and Metropolitan Area Data Book. Bureau of the Census. U.S. Government Printing Office, 1980 to date. Irregular. 1987 ed., 723p. \$28 S/N 003-024-06334-4

A reliable source for a wide variety of information on states and metropolitan areas, this volume includes the most current statistics and population estimates.

- M22. Statistical Abstracts of the United States. U.S. Government Printing Office, 1879 to date. Annual. 1986 ed., \$27 S/N 003-024-06369 -7; \$22pa. S/N 003-024-06368-9

This basic volume is a must in general libraries. It is the most important annual compendium of U.S. social, political, and economic statistics, derived from both governmental and non-governmental agencies. Arranged by 35 broad subjects—education, agriculture, etc.—each statistical table provides the latest data and comparative figures for the past 10-15 years. An extensive index provides access to specific subjects.

Note: Two extensive and expensive services which list and abstract social and economic statistics are essential in larger libraries. American Statistics Index (Congressional Information Service, 1973 to date. Monthly with quarterly and annual cumulations. Price is based on the library's budget) lists and abstracts social and economic statistics in over 500 sources and between 800 and

900 periodicals and other serials published by the U.S. government; and Statistical Reference Index (Congressional Information Service, 1980 to date. Annual with monthly and quarterly cumulations. Price is based on the institutional budget), which covers nongovernment statistical reports, periodicals, and other publications.

Texas

- M23. Texas Fact Book 1987. Joseph E. Pluta, Rita J. Wright, and Mildred C. Anderson. Bureau of Business Research, University of Texas at Austin, 1986. 229p. \$8 0-87755-299-1

This irregularly published work provides a statistical profile of Texas. Tables, charts, and essays cover the recent past with current data on agriculture, cost of living, housing, income, and much more. A roster of Councils of Government, with addresses and telephone numbers, and a listing of 124 information publications, conclude the volume.

Note: Texas Almanac and State Industrial Guide (M7) is an important source of statistics on the state.

SUGGESTED PURCHASING PLAN - SOCIAL SCIENCES

Annual

The Reference Shelf Series M2
Social Issues Resources Series M3
Statistical Abstracts of the U.S. M22

Biennial

Texas Almanac and State Industrial Guide M7

Irregular Publications

(purchase each time issued)

Census Catalog and Guide M16
City and County Data Book M17
Handbook of Labor Statistics M18
State and Metropolitan Area Data Book M21
State of Texas Directory of Human Resources M6
Texas Fact Book M23

Group 1

Encyclopedia of Psychology, Eysenck M9
Historical Statistics of the U.S. M19
Psychiatric Glossary M11
Social Sciences Encyclopedia M4

Group 2

Dictionary of Mysticism and the Occult M12
Dictionary of Superstitions M13
Longman Dictionary of Psychology and Psychiatry M10
The New Complete Astrologer M15

Group 3

(purchase if needs warrant)

Encyclopedia of Occultism and Parapsychology M14
Encyclopedia of Psychology, Corsini or
Concise Encyclopedia of Psychology M8
International Encyclopedia of the Social Sciences M1
Population of the United States M20
Social Sciences Index M5

N. SOCIOLOGY AND SOCIAL ISSUES

The emphasis of this chapter is on three areas: social conditions and problems, women, and minorities. Other than in general tools, only the most dominant minorities are covered. Social conditions and problems included are aging, alcohol and drug abuse, criminology, death and dying, and handicapped. These and other problems also are covered by reference books listed in Chapter M, "Social Sciences." The Social Issues Resources Series (M3) is especially useful for information in problem areas.

General

- N1. A New Dictionary of the Social Sciences. George Duncan Mitchell. Aldine, 1979. 244p. \$27.95 0-202-30285-7

Notwithstanding the title, this dictionary defines only sociological terms. Some 150 entries are biographical; the remaining 150-175 are definitions of terms, frequently with references to further discussions. Libraries holding the earlier edition of this work, A Dictionary of Sociology (1968), may not wish to purchase this revision, since it provides little new information.

Note: Modern Dictionary of Sociology by George A. and Archilles G. Theodorson (Barnes & Noble, 1979. 469p. \$6.68pa. 0-06-463483-3) is a reprint of a 1969 work which contains definitions directed toward students and laypersons.

Social Conditions and Problems

Aging

- N2. The Encyclopedia of Aging. Charles L. Maddox, et al, eds. Springer Pub. Co., 1987. 890p. \$96 0-8261-4840-9

Students, professionals, laypersons, and the aging themselves will find this first encyclopedia devoted to the subject to be authoritative and useful. Nearly 500 terms and concepts related to the aging process are addressed by some 200 scholars, with a minimum of technical terminology. There are over 2,000 references to other sources and a comprehensive index.

- N3. Handbook of Aging and the Social Sciences. 2d ed. Robert H. Binstock and Ethel Shanas, eds. Van Nostrand, 1985. 816p. \$26.50 0-442-26480-1
Chapters by subject specialists cover broad topics--social aspects of aging, the place of the aging in the social structure. Each chapter concludes with an extensive bibliography. Indexed.

Note: Handbook on the Aged in the United States, ed. by Erdman B. Palmore (Greenwood Press, 1984. 458p. \$49.95 0-313-23721-2) provides summaries of information on aging.

- N4. The Senior Citizen Handbook: A Self-Help and Resource Guide. Marjorie Stokell and Bonnie Kennedy. Prentice-Hall, 1985. 260p. \$21.95 0-13-806522; \$9.59 0-13-806514-4

Products, services, organizations, discounts, and problems are covered. Many of the brief entries include bibliographies. Indexed.

- N5. Directory of Nursing Homes: A State-by-State Listing of Facilities and Services. 2d ed. Sam Mongeau, ed. Oryx Press, 1984. 1,312p. \$125 0-89774-145-5

This directory provides data for over 16,000 state-licensed facilities in the U.S. and its possessions. Arrangement is by state and city. Each entry includes level of care, number of beds, and whether certified by Medicare/Medicade.

Note: National Directory of Retirement Facilities (Oryx Press, 1985. 400p. \$95 0-89774-161-7) provides addresses, telephone numbers, contact person, size and type of facility, etc.

Alcohol and Drug Abuse

- N6. The Encyclopedia of Alcoholism. Robert O'Brien and Morris Chafetz. Facts on File, 1982. 352p. \$40 0-87196-623-9

In some 500 entries, which range from a few sentences to several pages, this work provides basic factual information on alcohol--cultural differences in use; physical, psychological, and socioeconomic consequences of abuse; current treatments, etc. Selected an ALA Outstanding Reference Source of 1983.

- N7. The Encyclopedia of Drug Abuse. Robert O'Brien and Sidney Cohen. Facts on File, 1984. 454p. \$40 0-87106-690-5

Named an ALA Outstanding Reference Source of 1984, this work is a companion volume to Encyclopedia of

Alcoholism (see above). The over 500 alphabetically arranged entries cover biological, ethical, legal, medical, and social aspects of drugs and drug abusers. Entries, which range from a few words to 6 pages, are written with a minimum of technical jargon. An essential source in most libraries.

Note: A Dictionary of Drug Abuse Terms and Terminology by Ernest L. Abel (Greenwood Press, 1984. 187p. \$35 0-313-24095-7) is a dictionary of drug-world terms, with emphasis on slang.

Child Abuse

N8. Sexual Abuse of Young Children. Kee McFarlane, et al. Guilford Press, 1986. 355p. \$27.95 0-89862-875-7

Although designed for professionals—teachers, doctors, the police, etc.—this work is useful to laypersons. It contains useful information, lists of agencies and other resources, and a bibliography.

Note: Libraries should request bibliographies of materials available from the Clearinghouse on Child Abuse and Neglect, P.O. Box 1182, Washington, D.C. 20013.

Child Custody

N9. Child Custody: A Complete Guide for Concerned Mothers. Marianne Takas. Harper & Row, 1987. 224p. \$15.95 0-06-055038-4; \$7.95pa. 0-06-096129-5
All aspects of child custody are dealt within this useful guide—laws, agencies, practical advice on gaining custody, etc.

Criminology

N10. Crime Dictionary. Ralph De Sola. Facts on File, 1982. 219p. \$22.50 0-87196-443-0; \$10.95pa. 0-8160-1102-8

This work briefly defines over 10,000 terms related to crime and law enforcement, drug addiction, gangs, terrorists, weapons, etc.

N11. The Encyclopedia of American Crime. Carl Sifakis. Facts on File, 1982. \$49.95 0-87196-620-4; \$17.95pa. 0-87196-763-4
Some 1,700 alphabetically arranged articles cover American criminals, crime fighters, and crime, with

emphasis on personalities, especially Western outlaws and 20th century gangsters. Black-and-white illustrations, cross-references, and subject and geographic indexing support the text.

Note: Dictionary of American Penology: An Introductory Guide by Vergil L. Williams (Greenwood Press, 1979. 530p. \$49.95 0-313-20327-X) includes entries on the status and special problems of prison systems.

Death and Dying

N12. Sourcebook on Death and Dying. James A. Fruehling, ed. Marquis Professional Pubs., 1982. 788p. \$69.50 0-8379-580-6

Current issues such as euthanasia, statistics on death and related topics, information on organ donations, directories of self-help groups, and publications on the topic are among the many types of data gathered in this useful sourcebook.

Handicapped

N13. A Handbook of Services for the Handicapped. Alfred H. Katz and Knute Martin. Greenwood Press, 1982. 291p. \$39.95 0-313-21385-2

Factual, directory, and bibliographic data is provided on housing, financial aid, employment, rehabilitation, counseling, recreation, and other services for the handicapped.

Note: Directory of Information Sources for the Handicapped: A Guide to Information Resources and Services for the Handicapped (Ready Reference Press, Box 5196, Santa Monica, CA 90405, 1980. \$47.50) is an excellent directory, but some information is dated.

N14. The Perigee Visual Dictionary of Signing: An A to Z Guide to Over 1,200 Signs of American Sign Language. Rod R. Butterworth. Putnam, 1983. 416p. \$8.95 0-399-50863-5

Words and concepts of the American Sign Language are presented in a dictionary format. There are line drawings of the signs with brief directions and memory aids.

Note: American Sign Language: A Comprehensive Dictionary, comp. by Martin L.A. Sternberg (National Association for the Deaf, 1981. 1,184p. \$43.95 0-317-34986-4) is a far more comprehensive

work containing almost 5,500 word entries and 8,000 drawings. There also is an abridged version of this dictionary (Harper & Row, 1987. 480p. \$12.95pa. 0-06-019383-5).

Minorities

- N15. Harvard Encyclopedia of American Ethnic Groups. Stephen Themstrom et al, eds. Harvard University Press, 1980. 1,076p. \$70 0-674-37512-2
This important reference tool contains authoritative articles on 106 ethnic minorities, religious (Mormon, Amish), and regional (Southerners, Yankees) groups. The essays, many quite long (up to 40,000 words), treat historical, cultural, social, religious, economic, and political aspects of each group. There also are 29 substantial essays on topics related to ethnicity (migration, assimilation), statistical tables, and 87 maps.

Afro-Americans

- N16. Black Chronology: From 4000 B.C. to the Abolition of the Slave Trade. Ellen Irene Diggs. G.K. Hall, 1983. 312p. \$37.50 0-8161-8543-3
Arranged chronologically from 4777 B.C. (rise of the first Egyptian empire) to 1888 (emancipation of slaves in Brazil), this work lists every type of notable event. The majority of entries, however, relate to the history of blacks in the U.S. and the periods of the 18th and 19th centuries.
- N17. Encyclopedia of Black America. W. Augustus Low, ed., Virgil A. Clift, assoc. ed. McGraw-Hill, 1981. 921p. \$95 0-07-038834-2; Da Capo, 1984. \$24.95pa. 0-306-80221-X
This comprehensive encyclopedia of Afro-American history includes 325 articles and 1,400 biographies. Over 100 subject experts, representing a variety of specialties, wrote the alphabetically arranged essays, which average a page in length. A detailed index supports the volume.
- N18. Negro Almanac: A Reference Work on the Afro-American. 4th ed. Harry A. Ploski and James Williams, eds. Wiley, 1983. 1,550p. \$97 0-471-87710-7; Bellwether. \$59.95 0-685-72155-8
Considered the most important ready-reference source about blacks, this updated work (first published in 1971) includes historical and statistical data, chronologies, biographies, articles on a wide variety of topics, and much else that is useful.

- N19. Who's Who Among Black Americans. 4th ed. Who's Who Among Black Americans, Inc., 1985. \$90 0-915130-96-3

The current edition of this volume includes some 18,000 persons of distinction—elected or appointed officials, distinguished professionals, and other high achievers. The concise biographical data is based on questionnaires.

- Note: Black Elected Officials: A National Roster, published annually by the Joint Center of Political Studies (available from Unipub, 205 E. 42d St., New York, N.Y. 10017. 1985 ed., \$29.50pa.), lists federal and state legislators, mayors and other municipal officials, judges and law enforcement officials, members of university and college boards, and local school board members.

Mexican-Americans

- N20. Dictionary of Mexican American History. Matt S. Meier and Feliciano Rivera. Greenwood Press, 1981. \$45 0-313-21203-1

This alphabetically arranged work of excellent quality covers the period from 1519 to 1980, and deals with all aspects of Mexican-Americans in American history. The Appendix includes a bibliography, chronology, glossary of terms, statistics, maps, and other useful materials.

- N21. The Hispanic Almanac. Hispanic Policy Development Project (1001 Connecticut Ave., N.W., Suite 310, Washington, D.C. 20036), 1985. \$49.50 prepaid. 0-918911-001

An excellent compilation of statistics related to Hispanics in the U.S., this work is based on data collected by the Bureau of the Census. There also are well-written analyses and narratives which make the statistical data more comprehensible.

Native Americans

- N22. Atlas of the North American Indian. Carl Waldman. Facts on File, 1985. 256p. \$29.95 0-87196-850-9
Named an ALA Outstanding Reference Source of 1985, this work includes 120 maps which illustrate topics such as the location of North American Indians from ancient time to the present, wars and intertribal conflicts, important events such as the Trail of Tears, and much more related to Indian history and culture. The Appendix provides a historical chronology; and lists of reservations, Canadian bands, museums, archaeological sites, and major Indian place names.

N23. A Concise Dictionary of Indian Tribes of North

America. Barbara A. Leitch. Reference

Publications, 1979. 646p. \$59.95 0-917256-09-3

This dictionary offers brief profiles of some 275 Indian tribes. Entries, which range from a short paragraph to several pages, emphasize religion, language, customs, crafts, agriculture, and historical and present day locations.

N24. Handbook of North American Indians. Smithsonian

Institute, 1978-1987. v.5, 6, 8-11, 15. (In progress; to be in 20v.) Available from U.S.

Government Printing Office.

When this authoritative set is completed, it will provide a comprehensive summary of the prehistory, history, and culture of native peoples of America who lived north of central Mexico. The two volumes of primary interest to Texas libraries are Vol. 9 (1979. 701p. \$23. S/N 047-000-00361-0) and Vol. 10 (1983. 884p. \$25. S/N 047-000-00390-3) both entitled Southwest. Vol. 9 covers Puebloan peoples and general Southwest prehistory and history; Vol. 10 contains 56 articles about non-Puebloan peoples of the Southwest and some surveys of topics germane to the entire area. Other completed volumes are: Vol. 5, Arctic (1984. 845p. \$29 S/N 047-000-00398-9); Vol. 6, Subarctic (1981. 853p. \$25 S/N 047-000-00374-1); Vol. 8, California (1981. 800p. \$25 S/N 047-000-00347-4); Vol. 11, Great Basin (1986. 868p. \$27 S/N 047-000-00401-2); and Vol. 15, Northeast (1978. 924p. \$27 S/N 047-000-00351-2). Future volumes in this highly regarded set should be purchased as they appear.

Note: Handbook of American Indians North of Mexico by

Frederick Webb Hodge, 2v., was published by the U.S. Government Printing Office, 1907-10. Several reprints are still available; the least expensive is from Rowman (1975. \$45/set 0-87471-004-9). Hodge includes a vast amount of historical and cultural material, useful in any library.

N25. Reference Encyclopedia of the American Indian, 4th

ed. Barry T. Klein. 2v. 1,000p. Todd

Publications, 1986. \$90/set 0-915344-08-4

Volume 1 is a directory of tribal councils, reservations, government agencies, organizations and associations, research centers, Indian schools, museums, etc., and an extensive bibliography; Vol. 2 provides biographical data on some 1,500 prominent Indians or persons associated with Indian affairs. The current edition represents a substantial update of the 1978 edition.

Women

N26. Directory of Financial Aid for Women: 1985-86. 3d

ed. Gail Ann Schlachter. ABC-Clio, 1985.

370p. \$35 0-87436-374-8

Scholarships, fellowships, grants, awards, and internships designed primarily or exclusively for women, women's financial institutions, state sources of educational benefits, etc. are listed by category.

N27. Encyclopedia of Feminism. Lisa Tuttle. Facts on

File, 1986. 399p. \$14.95 0-8160-1424-8

Alphabetically arranged entries, ranging from a few lines to 4 pages, cover feminist leaders, events, movements, terminology, ideas, and topics such as marriage and pornography from a feminist view point. Although no citations are given for individual entries, there is a 20-page bibliography.

Note: A Feminist Dictionary by Cheris Kramarae and

Paula A. Treichler (Pandora Press, 1986. 587p.

\$28.95 0-86358-060-2; \$12.95pa. 0-86358-015-7) is a scholarly work on the subject.

N28. Every Woman's Legal Guide: Protecting Your Rights

at Home, in the Workplace, and in the Market

Place. Barbara A. Burnett, ed. Doubleday,

1983. 600p. \$19.95 0-385-18523-5

This volume covers marriage, divorce, contracts, real estate, retirement planning, family violence, and much more. The approach is practical and with adequate warnings about when to consult a lawyer.

N29. Women in Popular Culture: A Reference Guide.

Katherine Fishburn. Greenwood Press, 1982.

267p. \$29.95 0-313-22152-9

This volume treats the images and roles of white and black women from Colonial times to the present in literature, film, television, magazines, advertising, etc.

N30. The Women's Book of World Records and Achievements.

Lois Decker O'Neill, ed. Da Capo, 1983.

798p. \$14.95pa. 0-306-80206-6

This work provides a summary of the achievements of over 5,000 women, from the late 19th century to the present, who have excelled in politics, agriculture, sports, religion, and other areas. Achievements are listed with a brief biographical sketch. Indexing is by subject and personal names.

SUGGESTED PURCHASE PLAN - SOCIOLOGY AND SOCIAL ISSUES

Group 1

Dictionary of Mexican American History N20
Encyclopedia of Aging N2
Encyclopedia of Alcoholism N6
Encyclopedia of Drug Abuse N7
Harvard Encyclopedia of American Ethnic Groups N15
Negro Almanac N18
Reference Encyclopedia of the American Indian N25
Women's Book of World Records... N30

Group 2

Concise Dictionary of Indian Tribes... N23
Directory of Financial Aid for Women N26
Encyclopedia of Black America N17
Handbook of Services for the Handicapped N13
Hispanic Almanac N21
Senior Citizen Handbook N4
Sexual Abuse of Young Children N8
Sourcebook on Death & Dying N12

Group 3

Atlas of the North American Indian N22
Black Chronology N16
Child Custody N9
Crime Dictionary N10
Every Woman's Legal Guide N28
Handbook of Aging & the Social Sciences N3
Handbook of North American Indians N24
New Dictionary of the Social Sciences N1

Group 4

Directory of Nursing Homes N5
Encyclopedia of American Crime N11
Encyclopedia of Feminism N27
Handbook of North American Indians,
Vols. 5-6, 8, 11, 15 N24
Perigee Visual Dictionary of Signing N14
Who's Who Among Black Americans N19
Women in Popular Culture N29

P. GEOGRAPHY AND AREA STUDIES

Encyclopedias, almanacs, yearbooks, and some general language dictionaries, all contain geographical information. Sets, such as Encyclopedia Americana and World Book Encyclopedia, are especially useful, since they provide excellent maps of countries, states, provinces, and larger world cities, plus articles about these areas. Some reference books focus on geography: gazetteers give place names, locations, and brief descriptions; atlases aid in locating towns, cities, rivers, oceans, counties, and other specific sites; dictionaries define terms in physical and/or human geography; handbooks contain data arranged for quick reference. Area studies reference books describe all aspects of life in countries or large areas. Travel guides, designed to assist the tourist in sight-seeing and selecting hotels and restaurants, provide place descriptions and maps of local areas, not included in atlases. Libraries, moreover, should have maps of regional cities and counties, and the state's larger cities. These often are free from Chambers of Commerce or County Commissioners Courts.

Libraries should update their atlas collection frequently by purchasing new editions of standard works, usually revised about every five years. Unless historical information is sought, currency is of prime essence in maps. Not only do names and boundaries change constantly, but technological advancement affects atlases.

Gazetteers

- P1. Webster's New Geographical Dictionary. Rev. ed. Merriam-Webster, 1984. 1,376p. \$19.95 0-87779-446-4

This work contains 47,000 entries for towns, cities, countries, states, provinces, rivers, lakes, mountains, and other geographical locations; some 15,000 cross-references for variant spellings, name changes and other relationships, 218 maps, and 450 foreign terms, translated into English. Entries include pronunciation, location, and population from the most recent census--1980 for U.S. locations.

Note: Columbia Lippincott Gazetteer of the World, ed. by Leon E. Seltzer (Columbia University Press, 1952 with 1961 supplement. 2,148p. \$150 0-231-01559-3) is far larger in size--130,000 entries for geographical place names--and is an important source for historical data.

Dictionaries

- P2. Dictionary of Human Geography. R.J. Johnston, ed. Free Press, 1981. 411p. \$45 0-317-30514-X

The signed definitions in this comprehensive dictionary (ca. 500) are terms, concepts, and major topics, with frequent cross-references. Most entries cite references to sources and make suggestions for further reading. Indexed.

- P3. Longman Dictionary of Geography: Human and Physical. Audrey N. Clark. Longman, 1985. 724p. \$35 0-582-35261-4

This unique work combines two major divisions of the field, human and physical geography, which usually are covered separately. The 10,500 entries provide concise, clear definitions of terms and concepts.

Note: A Dictionary of the Natural Environment, by Francis John Monkhouse and Ronald John Small (E. Arnold Press, 1987. 320p. \$12.95 0-7131-5958-8), which emphasizes terms in physical geography and environmental science, is an expanded version of Monkhouse's Dictionary of Geography (1965), once a standard work, but now out-of-print.

Handbooks

- P4. Place Rated Almanac: Your Guide to Finding the Best Place to Live in America. 2d ed. Richard Boyer and David Savageau. Rand McNally, 1985. 448p. \$24.95 0-528-81091-X; \$14.95pa. 0-528-88008-4

Climate, environment, the arts, housing, education, transportation, crime, and other factors which affect the quality of life are analyzed in these excellent profiles and rankings of 329 metropolitan areas. The volume evaluates cities on specific factors and with overall scores of the best places to live in America.

Note: The New Book of American Rankings by For Your Information Services (Facts on File, 1984. 320p. \$29.95 0-87169-254-3) is a similar work.

- P5. South American Handbook. Rand McNally, 1924 to date. Annual. 1986 ed., \$25.95 ISSN 0081-2579
Annual volumes provide data for the countries of South and Central America, Mexico, the Caribbean, and the West Indies--geography, government, economics, religion, communication, transportation, etc. Due to growing importance of this area, libraries should purchase this work at least every other year.

P6. Statesman's Year-Book: Statistical and Historical

Annual of the States of the World. St.

Martin's Press, 1864 to date. Annual. 1986-87 ed., \$49.95 ISSN 0081-4601

Now in its 123rd year, this is one of the most useful and reliable international guides. The entry for each country includes a brief history, information on the government, constitution, area, population, educational institutions, court system, communications, foreign relations, the economy, energy, natural resources, and industry and trade. A bibliography ends each entry.

Note: Europa Year Book: A World Survey (Europa

Publications; distr. by Gale, 1959 to date. 2v. Annual. 1986 ed., \$235 ISSN 0071-2302) provides more detail than Statesman's Year-Book. This work is recommended only for large libraries which need the additional data and can afford the higher cost. An inexpensive service, World Factbook (1982 to date. Central Intelligence Agency. U.S. Government Printing Office 1986 ed., \$19 S/N 041-015-00163-9) provides basic data in a concise format.

Atlases

North America

P7. Atlas of North America: Space Age Portrait of a

Continent. Wilbur E. Garrett. National Geographic Society (Dept. 87, 17th & M Streets, N.W., Washington, D.C. 20036), 1985. \$29.95pa. 0-87044-605-3

This superb atlas, produced by space-age technology as well as traditional cartographic techniques, consists of 11 sections on the United States, and 1 each on Central American, Mexico and the Caribbean, and Canada. Each section contains an introduction with political maps followed by an abundance of brilliantly colored photographs taken from remote sensing devices using infrared radiation. The work is equally useful for reference and browsing.

Note: Atlas of the United States, ed. by Jilly Glassborow and Gilliam Freedman (Macmillan, 1986. 127p. \$40 0-02-922830-1), a work of excellent quality, contains 60 thematic maps which compare the states in terms of population shifts, land use, climate, etc. The only comparable work confined to the U.S. is the even more extensive National Atlas of the United States of America (U.S. Geological Survey, 1970. 128p.), now out-of-print. It is unlikely that the U.S.G.S. will attempt a revision any time soon.

World

P8. Ambassador World Atlas. Martin A. Bacheller, ed. Hammond Inc., 1986. 484p. \$39.95 0-8437-1243-0

In addition to the Ambassador, Hammond publishes Citation World Atlas (1985. 364p. \$22.95 0-8437-1254-6; \$15.95pa. 0-8437-1255-4) and Medallion World Atlas (1986. 672p. \$75 0-8437-1250-3). The three are basically the same work. The least expensive Citation has a selective index of only 26,000 entries—major political divisions, principal cities and towns, etc.—while Ambassador and Medallion each have complete listings for all place names on the maps, over 100,000 in number. The most expensive Medallion includes three additional sections: "The Atlas of Bible Lands" (48p.), "World History Atlas" (48p.), and "United States Historical Atlas" (64p.). The main body of all three works contains world maps, political maps for countries, states, and provinces, topographical maps, and topical coverage in map format for agriculture, industry, etc. All maps, usually 9-1/4" X 12-1/4" in size, are of excellent quality. The medium-priced Ambassador appears to be the "best buy", unless the library does not have other Bible and historical atlases which the added sections of Medallion would duplicate. The limited index to Citation is a disadvantage.

Note: Most libraries will need more than one world atlas. Two others worthy of consideration are National Geographic Atlas of the World, 5th ed. (National Geographic Society, Washington, D.C., 1981. 385p. \$44.95 0-87044-347-X); and Rand McNally Cosmopolitan World Atlas (Rand McNally, 1984. 392p. \$55 0-528-83149-6). National Geographic would be a better choice than Cosmopolitan, since it contains more maps and a more extensive index (155,000 entries).

P9. Rand McNally Commercial Atlas and Marketing Guide.

Rand McNally, 1876 to date. Annual. \$135 annual rental.

Revised annually (the only atlas which is), this work may be rented, but not purchased. Though primarily an atlas focusing on commercial aspects of the United States, it covers other parts of the world which relate to American business. Double-page maps of each state and supporting statistical data provide extensive information on political and economic aspects of each area. For libraries able to afford it, this work will serve as a general atlas and a special reference guide on commercial data.

- P10. The Times Atlas of the World. 7th Comprehensive Ed. Times Books, 1985. 227p. \$139.95 0-8129-1298-5

The Times, the best world atlas in English, is designed to meet advanced level needs. The main section contains 8-color maps (the only atlas to do so)—political/physical maps of the world, regions, nations, and localities. Most are double-page. Inserts and thematic maps are numerous. Page size is 10-1/2" X 16-1/2" and maps are of uniform scale. The index-gazetteer includes over 200,000 entries. If libraries require extensive treatment in an atlas, The Times is the best choice.

Note: Kister's Atlas Buying Guide: General English-Language World Atlases Available in North America by Kenneth Kister (Oryx Press, 1984. 248p. \$43 0-912700-62-9) provides evaluative information on 105 world atlases.

Texas

- P11. Texas, A Geography. Terry G. Gordon, John L. Bean, Jr., and William M. Holmes. Westview Press, 1984. 228p. \$36 0-86531-088-2
This work largely replaces Atlas of Texas by Stanley A. Arbingast et al (Bureau of Business Research, University of Texas at Austin. \$29.95pa. 0-87755-261-1). It includes excellent maps, tables, photographs, and other current material.

Road Atlases

- P12. Rand McNally Road Atlas: United States, Canada, Mexico. Rand McNally, 1926 to date. Annual. 1986 ed., \$5.95pa. 0-528-89500-1
This work provides maps for each of the 50 states, the provinces of Canada, Mexico, and over 150 United States and Canadian cities. It also contains maps of national parks and mileage charts.

Area Studies

- P13. Cambridge Encyclopedia of Africa. Roland Oliver and Michael Crowder, eds. Cambridge University Press, 1981. 492p. \$39.50 0-521-23096-9
P14. Cambridge Encyclopedia of China. Brian Hook, ed. Cambridge University Press, 1982. 492p. \$39.50 0-521-23097-3

- P15. Cambridge Encyclopedia of Latin America and the Caribbean. Simon Collier et al, eds. Cambridge University Press, 1985. 456p. \$39.50 0-521-26263-1

- P16. Cambridge Encyclopedia of Russia and the Soviet Union. Archie Brown, ed. Cambridge University Press, 1982. 492p. \$39.50 0-521-23169-8

These four volumes are similar in scope, format, and arrangement. Divided into broad subject areas, e.g., physical environment, economy, people, history, politics, and society, their well-written, concise entries provide background and current information on cultural problems. The works are profusely illustrated with color and black-and-white photographs and drawings and are indexed. Although quality varies, all are excellent and will be worthwhile additions to any library's reference collection. ALA selected the volume on Latin American and the Caribbean as an Outstanding Reference Source of 1985. Due to U.S. interest in Latin America, this volume is an essential purchase for most libraries.

- P17. Encyclopedia of the Third World. Rev. ed. George Thomas Kurian. Facts on File, 1981. 3v. \$145/set 0-87196-457-0

Extensive information about some 115 Third World nations is provided—political, economic, educational, cultural, lands and people, etc. A basic-fact section, organizational chart of governmental structure, chronology of events from 1945 or year of independence, and bibliography for each country are useful features. Well indexed.

- P18. Area Handbook Series. Foreign Area Studies. American University for the Dept. of the Army. U.S. Government Printing Office. Dates and prices vary.

This highly regarded series contains volumes on nations around the world. Each reasonably priced book describes and analyzes the country's government, population, climate, social conditions, politics, economy, national security, and other important factors. Some recent volumes include: Malaysia (1985. 400p. \$14 S/N 008-020-01017-1), Guatemala (1984. 292p. \$7.50 008-020-00987-3), Philippines (1985. 404p. \$15 008-020-01004-9), and Saudi Arabia (1984. 444p. \$15 008-020-01020-1). For a list of available volumes, request a free copy of Subject Bibliography #116 from Superintendent of Documents, U.S. Government

Printing Office, Washington, D.C. 20402 or telephone (202) 275-3050. Almost all countries of the world are included in the series. When selecting volumes for purchase, however, note publication dates, since some books are dated.

- P19. Middle East Studies Handbook. Jere L. Bacharach. University of Washington Press, 1984. 160p. \$9.95pa. 0-295-96144-9

This slight volume includes pertinent data concerning study of the Middle East—a chronology, list of rulers and dynasties, maps, facts, and figures, from the middle ages to the present. There is no extensive work on the Middle East, such as the above Cambridge encyclopedias, but this handbook will fill many needs for basic data on the area.

Note: Worldmark Encyclopedia of Nations, 6th ed., ed. by Moshe Y. Sacks (5v. Wiley, 1984. \$199.95 0-471-88622-X) provides uniform factual and statistical information on all aspects of each nation's economy, politics, geography, culture, population, etc. Librarians are reminded that general encyclopedias contain survey articles on each of the countries of the world.

Travel Guides

- P20. Fodor's Travel Guides. David McKay.

A general guide such as Fodor's Europe (1985. 838p. \$13.95pa. 0-679-201232-X) is an excellent choice as a basic reference tool, which can be supplemented by more detailed guides to specific nations. Fodor's series offers some 70 carefully edited volumes on individual cities, countries, states of the U.S., and sections of Europe, ranging in price from \$6.95 to \$15.95, most in hardback and paper editions.

- P21. Mobil Travel Guides. 7v. Annual. Rand McNally. 1986 eds., \$7.95pa./ea.

Each of the 7 volumes of this series covers a region: California and the West, Middle Atlantic States, Northeastern States, Northwest and Great Plains States, Southeastern States, and Southwest and South Central States. Rated lodgings and restaurants are emphasized, but tours, points of interest, etc. are suggested for each location.

Note: Other series of interest include Baedeker's (Prentice-Hall) and Michelin (Michelin). Specialized guides may be required, such as

Complete Guide to American Bed and Breakfast by Rik Barnes (Pelican Publs., Box 189, Gretna, LA 70053, 1986. 601p. \$11.95pa. 0-88289-432-3), and Woodall's Campground Directory: North American Edition (Woodall, 1968 to date. Annual. 1986 ed., \$9.95 ISSN 0146-1362). Regional guides may be required: Texas: The Newest, The Biggest and Most Complete Guide to All of Texas, by Patricia Sharpe and Robert S. Weddle (Texas Monthly Press, 1982. 724p. \$11.95pa. 0-932012-25-6) provides extensive information, but it is dated.

- P22. Hotel and Motel Redbook. American Hotel and Motel Association. the Assn., 1886 to date. Annual. 1986 ed., \$35 ISSN 0073-3470

This annual directory lists, but does not evaluate, American hotels and motels. It provides rates and other information about each accommodation, but covers only Association members. Smaller and usually less expensive facilities are omitted.

**SUGGESTED PURCHASE PLAN FOR GEOGRAPHY
AREA STUDIES**

Annual

- Area Handbook Series P18
(purchase a number each year, especially
revised editions)
Fodor's Travel Guides P20
(purchase a number each year, varying countries)

Every 2-4 Years

(or as often as funds permit)

- Hotel and Motel Redbook P22
Mobil Travel Guides P21
Rand McNally Road Atlas P12
South American Handbook P5
Statesman's Year-Book P6

Group 1

- Ambassador World Atlas (or Medallion World Atlas) P8
Atlas of North America P7
Cambridge Encyclopedia of Latin America and the Caribbean P15
Place Rated Almanac P4
Texas, A Geography P11
Webster's New Geographical Dictionary P1

Group 2

- Cambridge Encyclopedia of Africa P13
Cambridge Encyclopedia of China P14
Cambridge Encyclopedia of Russia and the Soviet Union P16
Longman Dictionary of Geography P3
Times Atlas of the World P10 (or National Geographic
Atlas of the World/Rand McNally Cosmopolitan Atlas - see Note
following P8)

Group 3

- Dictionary of Human Geography P2
Encyclopedia of the Third World P17
Middle East Studies Handbook P19
Rand McNally Commercial Atlas and Marketing
Guide P9 (lease annually if selected)

Q. EDUCATION AND CAREER GUIDANCE

For the field of education, public libraries have special needs for directories of schools, colleges and universities, and other educational facilities, and for career and vocational guidance materials. Currency is of the essence in all of these types of sources. Other reference tools—indexes to periodicals literature, handbooks, etc.—should be purchased if needs warrant their acquisition.

Education

Indexes

- Q1. Education Index. H.W. Wilson, 1929 to date.
Monthly with quarterly and annual cumulations.
Sold on a service basis. ISSN 0013-1385
The standard periodicals index for the field of education, this indexing service provides author and subject access to the contents of some 350 journals, proceedings, and yearbooks. Purchase is not warranted unless the library subscribes to a substantial number of the periodicals indexed.

Note: Current Index to Journals in Education (Orxy Press, 1969 to date. Monthly. \$115/yr.
Semiannual cumulations. \$95/yr. ISSN 0011-3565) is an even more extensive index to articles in over 700 education and education-related journals. It is a companion to Resources in Education (Educational Resources Information Center; distr. by U.S. Government Printing Office, 1965 to date. Monthly. \$65/yr. Semi-Annual Index. \$29/yr. S/N 065-000-80004-7), which abstracts and indexes educational reports and ephemeral materials. Both are supported by Thesaurus of ERIC Descriptors, 10th ed. (Orxy Press, 1984. 614p. \$49.95 0-89774-073-4), which is a guide to the subject headings used by both services.

- Q2. American Educators' Encyclopedia. Edward L. Dejnozka and David E. Kapel. Greenwood Press, 1982. 634p. \$75 0-313-20954-5
This work provides concise definitions of terms and concepts and identifies persons of significance, past and present, for the field of education. Most entries include references to additional information. A detailed index supports the volume.

- Q3. Dictionary of Reading and Learning Disabilities.
Clifford L. Bush and Robert C. Andrews.
Western Psychological Services, 1978. 179p.
\$17.50 0-87424-153-7

Since libraries frequently receive requests for information on reading and learning problems, this is a useful source. Definitions are brief. Tests for identifying disabilities are listed in the Appendix.

Handbook

- Q4. Digest of Educational Statistics. Dept. of Education. U.S. Government Printing Office, 1962 to date. Irregular. 1985-86 ed., 272p.
\$13 S/N 065-000-00263-9
This annual provides statistics of current interest for all levels of education and for federal programs and related activities.
- Q5. Requirements for Certification of Teachers, Counselors, Librarians, Administrators for Elementary Schools, Secondary Schools, Junior Colleges. University of Chicago Press, 1935 to date. Annual. 1986 ed., \$28 0-226-08105-2
Certification requirements for each type—counselors, librarians, etc. are arranged by state. Regular as well as temporary and emergency certification and reciprocal arrangements are included.

Directories

- Q6. American Community, Technical, and Junior Colleges.
American Council on Education/Macmillan, 1984 to date. Irregular. 1985 ed., \$85 0-02-904210-0
This edition, which continues an earlier series entitled American Junior Colleges, provides a state-by-state listing of over 1,200 accredited public community colleges and private trade, technical, and business schools. Information includes school history, executive officers, calendar, programs, certificate or degree offerings, enrollment, library holdings, buildings, tuition and fees, and the availability of financial aid.
- Q7. Comparative Guide to American Colleges. 12th ed.
James Cass and Max Birnbaum, eds. Harper & Row, 1985. \$24.95 0-06-015463-2; \$14.95pa 0-06-096022-1

This frequently revised and highly regarded guide provides comparative and analytical information for all accredited four-year American colleges. Data for each includes admission requirements, religious affiliation, student life, fees, and statistical data.

- Q8. Lovejoy's College Guide. Charles T. Straughn and Barbarasue Lovejoy Straughn. Monarch Press, 1986. 604p. \$14.95 0-671-55368-2

A standard for over a quarter century, this volume provides comparative data for 2,500 accredited and non-accredited colleges, both two-year and four-year. Colleges are rated and briefly described. There also is information on professional curricula leading to specific careers and other useful materials.

- Q9. Peterson's Guide to Four-Year Colleges. 17th ed. Andrea E. Lehman, ed. Peterson's Guides, 1987. 2,289p. \$14.95pa. 0-87866-527-7

This popular directory is a bargain. For relatively little cost, one receives information on 1,900 accredited institutions. There are descriptive profiles, as well as geographical listings by difficulty of entrance requirements, by cost range, and by majors, plus advice on selecting a college, selecting a major, and other such matters.

Note: There are other more expensive guides. Examples are American Universities and Colleges, 12th ed., ed. by the American Council on Education (Walter de Gruyter, 1983. 2,156p. \$99.50 0-11-008433-3); and College Blue Book, 21st ed., (Macmillan, 1987. 5v. \$150/set 0-02-695960-7). Guide to American Graduate Schools, 5th ed., Harold R. Doughty (Penguin Books, 1986. 608p. \$14.95pa. 0-14-046725-4) is an excellent guide for graduate level education.

- Q10. Peterson's Guide to Independent Secondary Schools, 1987-88. 8th ed. Christopher Billy, ed. Peterson's Guides, 1987. 1,300p. \$17.95pa. 0-87866-491-2

This guide provides information on over 1,300 college-preparatory schools in the U.S., Canada, and abroad. One section, designed for making comparisons, organizes basic data in charts, arranged by states. A profile and announcements section provides information supplied by each school on student bodies and faculties, admission requirements, courses of study, etc. A third section provides narratives on selected schools.

Note: Libraries also may need Guide to Summer Camps and Schools, 24th ed. (Porter Sargent, 1985. \$23 0-87558-113-7; \$18pa. 0-87558-114-5).

Careers and Vocational Guidance

- Q11. Current Career and Occupational Literature.

Leonard H. Goodman. H.W. Wilson, 1978 to date. Irregular. 1984 ed., \$35 0-8242-0703-3

Each volume provides access to inexpensive, easily obtainable material on careers and job seeking at all ages. The latest edition includes 1,500 references to materials for 700 occupations.

- Q12. Encyclopedia of Careers and Vocational Guidance.

William E. Hopke, ed. 6th ed. J.G. Ferguson, 1984. 3v. \$69.95/set 0-385-19345-9

There is information on reviewing career possibilities, selecting a career, finding a job, etc., as well as extensive material on specific occupations.

- Q13. The Encyclopedia of Second Careers. Gene R. Hawes.

Facts on File, 1984. 444p. \$49.95. 0-87196-692-1

This volume focuses on some 200 occupations and provides placement, salary, advancement, and other pertinent data for each. There also is material on selecting a career, job searches, resumes, etc.—all useful information for both the first or a subsequent career.

- Q14. Occupational Outlook Handbook. Bureau of Labor

Statistics. U.S. Government Printing Office, 1949 to date. Biennial. 1986-87 ed., \$23 S/N 029-001-02864-4; \$20pa. S/N 029-001-02864-6

Some 200 professions and occupations, from architects to welders, are covered in the latest edition of this standard guide, a first purchase for any general library—education and training, levels and places of employment, job duties, working conditions, earnings, opportunities for advancement, job outlook, and much more.

Resumes

- Q15. Resume Writing: A Comprehensive How-to-do-it Guide.

3d ed. Burdette E. Bostwick. Wiley, 1985. 323p. \$15.95. 0-471-81693-0; \$9.95pa. 0-471-81683-3

Resumes for a wide variety of occupations are treated in this excellent guide. Cover letters, proposals, and other job related correspondence also are included.

Note: The Professional Resume and Job Search Guide.

5th ed. by Harold W. Dickhart (Prentice-Hall, 1981. 218p. \$8.95pa. 0-13-725705-8) is a concise guide to writing resumes and cover letters.

**SUGGESTED PURCHASING PLAN
EDUCATION AND CAREER GUIDANCE**

Biennial

Occupational Outlook Handbook Q14

Every 2-3 Years

Digest of Educational Statistics Q4

Lovejoy's College Guide Q8

Irregular

(purchase each time issued)

American Community, Technical & Junior Colleges Q6

Current Careers and Occupational Literature Q11

Peterson's Guide to Four-Year Colleges Q9

Peterson's Guide to Independent Secondary Schools Q10

Requirements for Certification... Q5

Group 1

American Educator's Encyclopedia Q2

Comparative Guide to American Colleges Q7

Dictionary of Reading & Learning Disabilities Q3

Encyclopedia of Careers and Vocational Guidance Q12

Encyclopedia of Second Careers Q13

Resume Writing Q15

Group 2

(purchase if need warrants)

Education Index Q1

R. POLITICAL SCIENCE AND LAW

The reference books in this chapter deal with two separate but overlapping areas, political science and law. Since it is difficult to categorize some sources, it is easier to list the two fields together. There also is a close relationship between reference sources in this chapter and those in Chapter P, Geography and Area Studies; most of the reference tools listed under "Area Studies" treat government and law, plus other aspects of the country's history and culture.

Guides

- R1. Fundamental Legal Research. 3d ed. J. Myron Jacobstein and Roy M. Merksy. Foundation Press, 1985. 705p. \$22.95 0-88277-245-7; \$15.95pa. 0-88277-304-6

Designed for law-school students and others learning the techniques of legal research, this work also is useful in reference work. Materials on computers and microforms are treated along with printed sources.

Note: An abridged version of the above guide, Legal Research Illustrated, 3d ed. (Foundation Press, 1985. 422p. \$15.95 0-88277-304-6) would be adequate for basic needs. Effective Legal Research, 4th ed., by Miles O. Price et al (Little, Brown, 1979. 634p. \$28 0-316-71832-7) is similar to Fundamental Legal Research (above).

Information Sources of Political Science, 4th ed. by Frederick L. Holler (ABC-CLIO, 1985. 485p. \$65 0-87436-375-6) is the standard guide to reference sources in political science.

Documents

- R2. Constitution of the United States of America, Analysis and Interpretation. Rev. ed. Congressional Research Service, Library of Congress. U.S. Government Printing Office, 1973. 1,961p. \$23.60 S/N 052-071-00308-8 Biennial supplements, 1974-86. \$9/ea.
- The U.S. Constitution is contained in numerous sources, including the World Almanac. This work, however, consists of an analysis of the Constitution and its amendments, as well as references to important Supreme Court decisions

based upon each provision. Federal, state, and local laws determined to be unconstitutional also are included.

Note: Leading Constitutional Decisions, 17th ed. by Robert F. Cushman (Prentice-Hall, 1987. 448p. \$22.95pa. 0-13-527367-6) covers significant Supreme Court decisions. The Encyclopedia of the American Constitution, ed. by Leonard W. Levy et al (Macmillan, 1986. 4v. 3,196p. \$320/set 0-02-918610-2), which larger libraries will require, was named an ALA Outstanding Reference Source for 1986.

- R3. Historic Documents. Congressional Quarterly, 1973 to date. Annual. 1986 ed., \$79 0-81187-399-0 Previous vols. also available at \$79/ea.
- These annuals contain documents generated by the year's most crucial domestic and foreign occurrences--political, economic, or social. Examples of content from the 1986 ed. are: Presidential Commission Report on Organized Crime, Supreme Court Ruling on the Death Penalty, and Drug Testing of Federal Employees. An explanatory essay setting the event into historic perspective introduces each complete or excerpted document. Indexing is for the current volume and the previous 5 years.
- R4. National Party Platforms. 6th ed. Donald B. Johnson and Kirk H. Porter. University of Illinois Press, 1978. 2v. 1,035p. \$64.95/set 0-252-00692-5
- National Party Platform of 1980: Supplement. University of Illinois Press, 1982. 233p. \$14.95pa. 0-252-00923-1
- Copies of major and minor party platforms from 1840 to date are included in this collection and its supplements. The 1984 supplement has not appeared.

- R5. Treaties and Alliances of the World. 4th ed. Henry W. Degenhardt, comp. Gale, 1987. 600p. \$95 0-8103-2347-8
- This work provides summaries of the most important treaties and international agreements in force from 1945 to the present.
- R6. U.S. Budget in Brief. Office of Management and Budget. U.S. Government Printing Office, 1950 to date. 1987 ed., \$2 S/N 041-001-00301-1
- Every public library should have this summary of the annual budget, which is less technical than the complete text: The Budget of the United States Government, which libraries usually do not require.

Note: Many libraries will need the codified laws of the United States, U.S. Code, Containing the General and Permanent Laws of the United States in Force on January 3, 1983. (U.S. Government Printing Office, 1983. 17v. \$661/set S/N 652-001-00237-1 Supplements 1983-85. 5v. \$433/set. S/N 652-001 plus year of supplement.)

Directories

- R7. Official Congressional Directory. U.S. Congress. U.S. Government Printing Office, 1809 to date. Irregular. 1985-86 ed., \$17 S/N 052-070-05994-0

This important directory includes biographical sketches of members of Congress; lists of congressmen by state delegations, terms of office, and alphabetically; commissions, committees, joint committees, and board memberships; congressional administrative assistants and secretaries; biographies of Supreme Court Justices; foreign diplomatic representatives; and much more that is useful.

Note: The above directory may need to be supplemented by Congressional Staff Directory (Bobbs-Merrill, 1959 to date. 1985 ed., \$40 0-87289-061-9), which is generally more current and includes biographies of congressional staff members; and/or Washington Information Directory (Congressional Quarterly, Inc., 1975/76 to date. Annual. 1987-88 ed., 1,000p. \$49.95 0-87187-420-2), which provides directory data for governmental and nongovernmental agencies and organizations located in Washington, D.C.

Handbooks

- R8. Almanac of American Politics. National Journal, 1972 to date. Biennial. 1986 ed., ed. by Grant Ujifusa. 1,400p. \$36.95 0-89234-032-0; \$30.95pa. 0-89234-033-9

Intended as a tool for evaluating the performance of members of Congress and the political climate in each state, this biennial provides voting records and ratings by organized groups (liberal, moderate, and conservative) for each Congressman and Senator, and includes an overview of election results, a voter profile, census data, etc. for each state and congressional district.

- R9. Book of the States. Council on State government, 1935 to date. Biennial. 1986-87 ed., \$42.50 0-87272-062-3 ISSN 0068-0125

The biennial issues of this work provide comprehensive information on each state's government and activities: constitution, elections, governor and the executive branch, legislatures and legislation, the judiciary, administrative organization, finance and tax structure, intergovernmental relations, and major state services. State Elective Officials and the Legislatures, a directory of persons holding offices, is published on odd-numbered years. (1985 ed., \$17.50 0-87292-055-0 ISSN 0191-9466)

- R10. Congressional Quarterly's Guide to Congress. 3d ed. Congressional Quarterly, Inc., 1982. 1,185p. \$100 0-87187-239-0

This guide provides information on the origins, development, structure, powers, and procedures of Congress, and discusses rules, lobbying, and other important topics. There also are glossaries of terms, texts of basic documents, basic biographical data on members since 1789, and other useful features.

Note: Although libraries should hold the above publication, the price may be prohibitive for some. How Congress Works (Congressional Quarterly, Inc., 1983. 219p. \$12.95pa. 087187-254-4) provides an excellent introduction to congressional procedures.

- R11. Congressional Quarterly's Guide to the U.S. Supreme Court. Congressional Quarterly, Inc., 1979. 1,022p. \$95 0-87187-184-4

The origins and development of the Court, its organization, and its powers and effect on the individual are the focuses of this work. There also are biographies of the Court's members and summaries of landmark decisions.

Note: A Reference Guide to the United States Supreme Court. Ed. by Stephen P. Elliott (Facts on File, 1986. 544p. \$50 0-8160-1018-8) is not as comprehensive as the above work, but its lower cost makes it a good choice.

- R12. Everyone's United Nations. 10th ed. United Nations, 1986. 484p. \$14.95 92-1-100273-9
This work describes the structure and activities of the United Nations and its 17 intergovernmental agencies.

R13. Political Handbook of the World, 1986: Governments

and Intergovernmental Organizations as of January 1, 1985. Arthur S. Banks, ed. CSA Publications, State University of New York, Binghamton, 1986. 820p. \$79.95 plus \$3 shipping; \$66.95 prepaid. 0-933199-01-5 Order directly.

Published since 1928 (formerly by the Council on Foreign Affairs), this work includes articles on 178 individual governments and 14 occupied or annexed territories. The in-depth information concerns all aspects of the political status—constitution and government, major political parties and leaders, forms of legislature, etc.—as well as basic facts about the population, language, geography, and other characteristics of the country.

- R14. Riddick's Rules of Procedure. Floyd Riddick and Mirian Butcher. Scribner's 1985. 224p. \$17.95 0-684-18427-3

Since most laypersons find Robert's Rules of Order (see below) difficult to use, this simplified guide to parliamentary procedure is recommended. It treats various processes alphabetically, making it easier to locate a specific rule. The work also is authoritative: Riddick is former parliamentarian of the U.S. Senate, and Butcher is former president of the American Institute of Parliamentarians.

- R15. The Scott, Foresman Robert's Rules of Order Newly Revised. A new & enl. ed. by Sarah Corbin Robert. Scott, Foresman, 1981. 594p. \$17.95 0-673-15472-6

The standard guide to parliamentary procedure, this work is basic in all general libraries. It features parliamentary law along with charts, tables, and other useful data. Since it is difficult for the layperson to use, Riddick (see above) also is recommended.

- R16. United States Government Manual. U.S. Government Printing Office, 1935 to date. 1985-86 ed., 935p. \$15 S/N 022-0331118-8

The official handbook of federal government, this irregularly published manual (usually biennial) provides comprehensive information on agencies of the three branches of government, quasi-official agencies, international organizations in which the U.S. participates, boards, committees, and commissions. There are lists of key officials, summaries of purpose, brief histories of the agency, and discussions of its activities.

Yearbooks

- R17. Congressional Quarterly Almanac. Congressional Quarterly, Inc., 1945 to date. Annual. 1986 ed., 1,000p. \$155 0-87187-418-0 Previous annuals available, 1982-85, \$155/ea.

This annual provides an extensive survey for each session of Congress—summaries of legislation, roll-call votes, progress on pending legislation, texts of presidential messages, explanations of key bills and amendments, etc. Libraries able to do so should subscribe to CQ Weekly Reports (Write for price information to 1414 22nd St., N.W., Washington, D.C. 20037), which offers a summary of congressional actions and developments.

Biographical Sources

- R18. American Reformers. Alden Whitman, ed. H.W. Wilson, 1985. 944p. \$75 0-8242-0705-X

This volume contains concise biographies of 508 men and women who have been actively involved in American reform movements from the 17th Century to modern times. Entries, which range in length from 600 to 3,000 words, provide the essential biographical data, and both characterize and summarize the individuals' accomplishments. A small black-and-white photograph and bibliography support the entries. The "Reformers by Category" section arranges those included by 60 topical headings—abolition, Indian rights, freedom of speech, etc.

- R19. Biographical Directory of the American Congress, 1774-1986. U.S. Congress. U.S. Government Printing Office, 1987 ed. announced. Price not set. S/N 052-071-00699-1

Brief biographical entries and tables present information on all members of Congress, beginning with the First Continental Congress and ending in 1986. There also are listings of the cabinet members for each presidential administration and a chronological listing by states of the members of each Congress.

- R20. The Complete Book of U.S. Presidents. William De Gregorio. Dember Books; distr. by W.W. Norton, 1984. 691p. \$22.50 0-934878-36-6

Due to the unusual treatment of the personal life of each president, this work complements Facts About the Presidents (see below). Each chapter (one for each term of office), follows a set format of up to 39 subheads; e.g., physical description,

personality, ancestors, early romance(s), marriage, extramarital affairs, retirement, campaign, significant programs, etc.

R21. Facts About the Presidents: A Compilation of Biographical and Historical Information.

Joseph Nathan Kane. H.W. Wilson, 1981. 456p.
\$37 0-8242-0612-6 Supplement to the Fourth Edition. 1985. 12p. \$3 0-8242-0709-2

The major portion of this work consists of 40 chapters, one for each president, filled with information about their lives, families, careers, and administrations. The second section consists of comparative data on the president's backgrounds and accomplishments. The Supplement adds information through Reagan's first term and important events in his second term through March 1985.

Texas

For several of the publications listed in this section, current prices are difficult to determine, since they are not listed in Books in Print. There also are no ISBN's available for them. Addresses are provided for publications from sources other than the Texas State Documents Clearinghouse or from the state agency responsible for the publication.

R22. The Constitution of the State of Texas: An Annotated and Comparative Analysis. George D.

Braden et al. Texas Advisory Commission on Intergovernmental Relations, P.O. Box 13206, Capital Station, Austin, Tx 78711, 1977. 2v. 1984-85 price \$5.75/set. No ISBN

This edition of the Constitution contains the full text, along with origins, historical development, contemporary meanings, and comparisons to constitutions of other states.

R23. Directory of Texas City Officials. Texas Municipal League. The League, 1984 to date. Annual. 1984-85 price, \$30. No ISBN

This directory lists elected officials and administrative employees of more than 1,100 incorporated Texas cities and towns.

R24. Guide to the Texas Legislature. Reference Guides, Inc., P.O. Box 26780, Austin, Tex 78755-9990. 2v. Looseleaf and supplements. Write for price information.

Biographical data, Political Action Committee contributions, key votes, and election results are provided for senators and representatives for each

session of the legislature. There also are rosters of legislative committees, district maps, names and addresses for all Political Action Committees, and other types of directory information.

R25. Handbook of Governments in Texas. Texas Advisory Commission on Intergovernmental Relations, P.O. Box 13206, Capitol Station, Austin, TX 78711, 1973 to date. Loose-leaf. Write for price information.

This handbook provides information about federal, state, regional, county, and municipal levels of government. Names of key personnel, terms, functions, responsibilities, and programs are provided for each agency, board, commission, and governmental body.

R26. How to Live and Die with Texas Probate. 4th ed. Prep. by the State Bar of Texas. Gulf, 1983. 177p. \$9.95pa.

This informative guide, prepared by the State Bar of Texas, discusses estate planning and probate in language a layperson can understand.

R27. Texas Law in Layman's Language. 3d ed. Ralph Walton and Charles Turner. Gulf, 1983. 250p. \$9.95

Texas law is presented without legal jargon. Although this work is not a reference source in the strictest sense, it will answer many common legal questions.

R28. Texas Politics. 3d ed. Richard H. Kraemer and Chardean I. Newell. West Publishing Co., 1986. \$21.75 0-314-30390-1

Although this work is designed as a textbook, it is a useful source to include in the reference collection. It will answer many questions related to Texas government. It also contains a useful listing of state agencies.

R29. Texas State Directory: The Comprehensive Guide to the Decision-Makers in Texas Government.

Julie F. Sayers, ed. Texas State Directory, Inc., P.O. Box 12186, Capitol Station, Austin, TX 78711. Annual 1987 ed. \$23.45 No ISBN.

This directory provides information on all selected and appointed government officials, state, county, and municipal governments and federal agencies in Texas. Very useful.

Statutes and Codes

- R30. Vernon's Texas Codes Annotated. West, 1969 to date. Prices for individual codes vary; write for price information.

These annotated codes, which are replacing Vernon's Texas Revised Statutes (Vernon Law Book Co.; since 1969. West Pub. Co.), treat selected topics; examples are Alcoholic Beverages, Education, Elections, Family, Natural Resources, Business and Commerce, Penal, Property. West's Texas Statutes and Codes, the unannotated codes, are available in pamphlet form and in a bound set (5v. West, 1974), with biennial supplements.

- R31. Texas Administrative Code. Comp. by the Texas Register Office. Hart Information Service, P.O. Box 9802, #588, Austin 78766, 1986. 22 binders \$895/set. Quarterly update service \$530/yr. Individual titles \$40-\$200/ea. Quarterly update service, \$40-\$130/yr.

The Administrative Code is a compilation of all Texas state agency rules and regulations in effect, annotated, cross referenced, and fully indexed.

- Note: Texas Register (Secretary of State, 1976 to date. Biweekly. \$80/yr.) includes all new rules and regulations, proposed changes, Attorney General opinions, and meeting notices.

SUGGESTED PURCHASE PLAN-POLITICAL SCIENCE & LAW

United State and World

Annual

Congressional Quarterly Almanac R17
Historic Documents R3
U.S. Budget in Brief R6

Biennial

(or as often as possible)

Almanac of American Politics R8
Book of the States (and supplement) R9
Official Congressional Directory R7
U.S. Government Manual R16

Every 2-3 Years

(more often if possible)

Political Handbook of the World R13

Group 1

American Reformers R18
Biographical Directory of the American Congress R19
Congressional Quarterly's Guide to Congress R10
Constitution of the United States of America,
Analysis and Interpretation R2
Facts About the Presidents R21
Riddick's Rules of Order R14
Scott, Foresman Robert's Rules of Order R15

Group 2

Complete Book of U.S. Presidents R20
Congressional Quarterly's Guide to the U.S.
Supreme Court R11
Everyone's United Nations R12
Fundamental Legal Research R1
National Party Platform R4
Treaties and Alliances of the World R5

Texas

Annual

Directory of Texas City Officials R23
Texas State Directory R29

Group 1

Constitution of the State of Texas R22
Guide to the Texas Legislature (and
supplement) R24
Handbook of Government in Texas R25
How to Live and Die With Texas Probate R26
Texas Law in Layman's Language R27
Texas Politics R28
Vernon's Texas Codes Annotated (selected
codes) R30

Group 2

(if needed)

Texas Administrative Code R31

S. BUSINESS AND ECONOMICS

In order to meet the needs of the business community, students, and the general public, libraries need a current and varied collection of business reference works. About half of the sources listed below are general; the other half address a specific area of business--accounting, real estate, etc. Specialized sources which focus on one area are more likely to meet advanced level needs.

Indexes and Bibliographies

- S1. Business Periodicals Index. H.W. Wilson, 1958 to date. Monthly except August, with quarterly and annual cumulations. Sold on a service basis. ISSN 0007-6961
- This standard index to periodicals in all fields of business accesses some 300 titles by subject. Only libraries with a substantial list of business subscriptions should select this service.
- S2. Small Business Sourcebook. 2d ed. Robert J. Elster, ed. Gale, 1986. 900p. \$140 0-8103-1597-1
- Part 1 lists associations, consultants, educational programs, franchises, reference works, periodicals, trade shows, etc., arranged by type of business. Part 2 provides directory data and an annotated bibliography. Indexed.

Note: Where to Find Business Information: A Worldwide Guide for Everyone Who Needs the Answers to Business Questions, 2d ed., by David M. Brownstone and Gordon Carruth (Wiley, 1982. 632p. \$75 0-471-08736-X) is an annotated list of all types of business publications, including looseleaf services and computerized databases. Encyclopedia of Business Information Sources, 5th ed., ed. by Paul Wasserman (Gale, 1983. 760p. \$180 0-8103-0365-5) is a detailed listing of primary and secondary sources in all areas of business.

Dictionary and Encyclopedias

- S3. Dictionary of Business and Economics. Rev. & exp. ed. Christine Ammer and Dean S. Ammer. Free Press, 1986. 517p. \$17.95 0-02-0148-8
- More than 3,000 entries provide extensive coverage for terminology, important economists, and schools of economic thought, supported by charts, tables, and diagrams. The clearly written entries are directed toward laypersons and specialists.

Note: McGraw-Hill Dictionary of Modern Economics, 3d ed., ed. by Douglas Greenwald (McGraw-Hill, 1983. 656p. \$49.95 0-07-024376-X) and Concise McGraw-Hill Dictionary of Modern Economics, ed. by Douglas Greenwald (McGraw-Hill, 1984. 408p. \$21.95 0-07-024387-5) also are excellent works.

- S4. Dictionary of Business and Management. 2d ed. Jerry M. Rosenberg. Wiley, 1985. 648p. \$36.95 0-471-86730-6; \$14.95pa. 0-471-86451-3
- Current meanings of over 8,000 terms for a wide variety of business fields makes this volume especially useful to the library with a limited business collection. Among the fields included are accounting, finance, securities, computers, economics, shipping, warehousing, etc. Differences in application by fields are clearly indicated.
- S5. Encyclopedia of Economics. Douglas Greenwald, ed. McGraw-Hill, 1982. 1,056p. \$69.95 0-07-024367-0
- Some 300 articles, written and signed by more than 170 subject experts, treat concepts, institutions, events, historical periods, technological developments, and other topics related to economics. This important work is a first choice on the subject.

Handbooks

- S6. Dow Jones-Irwin Business & Investment Almanac. Dow Jones-Irwin, 1977 to date. Annual. 1987 ed., 637p. \$24.95pa. 0-87094-915-2
- This annual provides valuable ready-reference material on all aspects of business: statistical data, articles on new laws and regulations, taxation, etc. A useful compendium of current data.
- S7. Employees' Rights in Plain English. Joel D. Joseph. National Press, Inc., 1985. 150p. \$15.95 0-915-765-16-0; \$6.95pa. 0-915-765-17-9
- This handbook reviews employees' rights and provides aid for those who encounter problems--an unsafe work environment, injury, discrimination, etc. Unemployment, insurance, and other benefits also are discussed.
- S8. Encyclopedia of Small Business Resources: Everything You Need to Know to Help Your Business Prosper. David E. Gumpert and Jeffrey A. Timmons. Harper & Row, 1984. 448p. \$9.95 0-16-091111-5

This guide, originally published as Insider's Guide to Small Business Resources (Doubleday, 1982), provides information on programs, sources of funding, franchising, assistance for women and minorities, and many other topics.

- S9. Everybody's Business Almanac. Milton Moskowitz. Harper & Row, 1983. 916p. \$16.95pa. 0-06-250628-5

There are readable discussions of some 300 American companies--history, products, sales, management style, etc.

- S10. Schaum's Outline of Business Law. Donald A. Wiesner, et al. Macmillan, 1986. 352p. \$7.95pa. 0-07-069062-6

Contracts, warranties, partnership agreements, and other legal matters related to business are the focus of this volume.

Directories

- S11. Directory of Business and Financial Services.

Special Libraries Association, 1924 to date. Irregular. 8th ed., 1984, 189p., \$35 0-87111-287-6

Some 1,200 online and printed business and financial services are described. Arrangement is alphabetical by title, supported by publisher, place of publication, and subject indexes.

- S12. Directory of Texas Manufacturers. University of Texas at Austin, Bureau of Business Research, 1934 to date. Annual. 1986 ed., 2v., 1,200p. \$110/set 0-87755-295-9

This annual identifies and provides essential data for some 15,000 Texas plants. Volume 1 is arranged by city, with name, address, name and address of parent company, organizational structure, products and distribution, number of employees, and other data for each company. Volume 2 is arranged by product with names of manufacturers.

- S13. Fortune's Directory of the 500 Leading U.S. Industrial Corporations. Time, Inc., 1930 to date. Annual (in May issue of Fortune). Fortune's Directory of the Second 500 U.S. Industrial Corporations. Time, Inc., 1930 to date. Annual (in June issue of Fortune). See June issue of Fortune for information on ordering both lists in a paperback format. The list includes banks, retailers, insurance companies, and numerous other types of corporations

Note: Million Dollar Directory (Dun Marketing Service, 1979 to date. Annual. 1986 ed., 3,600p., \$345/5v. set ISSN 0070-7619) lists all American businesses with a net worth of \$500,000 or more, with their annual sales and other essential data.

- S14. Franchise Annual: Complete Handbook and Directory. Info Press, 1969 to date. Annual. 1987 ed., 190p. \$30 ISSN 0318-8752

This annual directory covers some 2,000 U.S. and Canadian franchises, listed by categories. Information includes address, date of establishment, number of units in operation, and the required investment. There also is information on the franchise method of business, sample contracts, and legislation and federal regulations affecting franchises.

Note: Franchise Opportunity Handbook, Bureau of Industrial Economics and Minority Business Development Agency, U.S. Dept. of Commerce (U.S. Government Printing Office, 1972 to date. Irregular. 1985 ed., 458p. \$15 S/N 003-008-00198-0) is another useful directory for the topic.

- S15. Thomas' Register of American Manufacturers and Thomas' Register Catalog File. Thomas Pub. Co., 1905 to date. Annual. 19v. \$190/set ISSN 0082-4216

This directory is the best source for determining the manufacturer of a product, for tracing a brand name, or for identifying the products of a manufacturer. Currently, v.1-11 are arranged alphabetically by product, listing over 75,000 manufacturers, by state and then by city; v. 12-13 list manufacturers alphabetically by name and provides addresses, telephone numbers, branch offices, capital ratings, and names of officials, followed by a trademark index to products and services; v.14-19 contains reprints of each manufacturer's catalog and a cross index to v.1-13.

Note: Standard and Poor's Register of Corporations, Directors, and Executives (Standard and Poor Corp., 1928 to date. Annual with 3 supplements. \$270/yr. ISSN 0361-3626) lists executives and annual sales for 37,000 corporations, provides brief biographical data for 75,000 executives, with indexing of companies by Standard Industrial Classifications (SIC) codes, geographic area, and other approaches.

Secretary's Handbooks

Although designed as compact collections of data for secretarial use, these reference sources also have a general usefulness. Since they contain information on such matters as letter writing, punctuation, grammar, and troublesome questions of style, reference librarians often use them as quick reference sources on such questions.

- S16. Webster's Secretarial Handbook. 2d ed. Merriam, 1983. 550p. \$10.95 0-87779-136-8

This standard work includes basic information on all aspects of writing—punctuation, grammar, style, capitalization, etc.—as well as information on automated equipment, records management, meeting and conference arrangements, and other aspects of the secretary's role.

Note: Other standard works of this type include Complete Secretary's Handbook by Lillian Doris and Besse May Miller, 5th ed., rev. by Mary A. De Vries (Prentice-Hall, 1983. 596p. \$24.95 0-13-163410-0); and Webster's New World Secretarial Handbook, new rev. ed. (Simon & Schuster, 1983. 530p. \$6.95pa. 0-671-49259-4)

Accounting

- S17. Kohler's Dictionary for Accountants. Eric Louis Kohler. 6th ed. ed. by W.W. Cooper and Yuji Ijiri. Prentice-Hall, 1983. 592p. \$58.67 0-13-516658-6

This work is useful to both the layperson and the professional. It defines some 2,600 terms, concepts, and abbreviations, which range in length from a few lines to several pages. The clearly written material is enhanced by numerous illustrations and tables.

Note: Dictionary of Accounting, 2d ed., by Ralph W. Estes (MIT Press, 1985. 162p. \$18.50 0-262-05032-3; \$5.95pa. 0-262-55011-3) offers brief definitions for over 1,000 terms, phrases, and acronyms. Some libraries may require a more extensive work on the theory and practice of accounting, such as Handbook of Modern Accounting, 3d ed. by Sidney Davidson and Roman L. Weil (McGraw-Hill, 1983. 1,408p. \$79.95 0-07-015492-9).

Banking and Finance

- S18. Dictionary of Banking and Financial Services. 2d ed. Jerry M. Rosenberg. Wiley, 1985. 690p. \$24.95 0-471-08096-9

Named an ALA Outstanding Reference Source of 1985, this volume includes detailed information on investments, taxation, insurance, retirement, and estate planning, supplemented by useful tables and charts.

Note: Dictionary of Finance and Investment Terms by John Downes and Jordan Elliot Goodman (Barron's, 1985. 495p. \$7.95pa. 0-8103-2522-9) contains definitions of 2,500 investor's terms.

- S19. The Money Encyclopedia. Harvey Rachlin, ed. Harper & Row, 1984. 544p. \$26 0-06-181711-2
This work includes signed essays by authorities on banking and finance, insurance, real estate, taxes, estate planning, and other money matters, directed toward the general public. Named an ALA Outstanding Reference Source of 1984.

Note: There are two outstanding encyclopedias on the subject that are more comprehensive than the above --Encyclopedia of Banking and Finance by Glenn G. Munn, 8th ed. rev. & expanded by F.L. Garcia (Bankers Pub. Co., 1983. 1,024p. \$94 0-87267-042-2); and The Thorndike Encyclopedia of Banking and Finance, rev. ed. ed. by David Thorndike (Warren, 1980. unpagged, ca. 1,700p. \$60 0-88262-472-5).

Insurance

- S20. Best's Insurance Reports. Life-health Edition. A.M. Best, 1906 to date. Annual. Write for price information to Ambest Road, Oldwick, N.J. 08858.

- S21. Best's Insurance Reports. Property-casualty Edition. A.M. Best, 1900 to date. Annual. Write for price information to Ambest Road, Oldwick, N.J. 08858.

These two annuals report the financial position, history, and operating results of leading insurance companies, fraternal benefit societies, and other groups operating in the United States and Canada.

- S22. The Complete Social Security Handbook. Bryce Webster and Robert L. Perry. Dodd, Mead, 1983. 346p. \$24.95 0-89696-121-4; \$12.95pa. 0-89696-147-8
This handbook provides information on regulations related to Social Security, Medicare, Supplemental

Security Income, Medicaide, and other benefit programs. There also are copies of forms, a directory of regional Social Security offices and of organizations for the elderly and disabled, and other useful data.

Note: Social Security Handbook, Social Security Administration (U.S. Government Printing Office, 1960 to date. Irregular. 8th ed. 1984, \$9 S/N 017-070-00406-7) provides regulations, procedures for obtaining benefits, forms, etc.

S23. Dictionary of Insurance. 6th ed. Lewis F. Davids. Rowman & Allanheld, 1984. 338p. \$24.95 0-8476-7340-5; \$7.95pa. 0-8226-0381-0
Terms and phrases are defined for use by laypersons and students, as well as those in the insurance business. There also is a directory of state insurance boards and insurance-related organizations.

Investments

Some libraries will require extensive and detailed current data of interest to the investor. Many services are available, but the two best known are published by Moody's Investors Service and Standard & Poor's Corp. Each publishes compilations of current data in annual volumes, which are updated by semiweekly or monthly sheets for insertion into loose-leaf binders. Both services are expensive, costing several thousand dollars for the complete package. The following articles will help librarians to choose between the services or select that part of the service (or package) most likely to meet their patron's needs: "Taking Stock of Two Services: Moody's Investors Fact Sheets and Standard & Poor's Stock Reports," by Michael Keating (Reference Services Review, April/June 1980, pp. 37-46); and "Through the Bull to the Bear Facts: A Comparison of the Library's Packages of Moody's and Standard & Poor's" by Thomas D. Rohmiller (Reference Services Review, Jan./Mar. 1981, pp. 27-32). Sales representatives also can help librarians reach a decision on which volumes would be most useful. Value Line Investment Survey, published by Arnold Bernhard, is a less expensive investment service, published weekly, which some libraries may wish to consider.

S24. Barron's Finance and Investment Handbook. John Downes and Jordan Elliot Goodman. Barron, 1986. 994p. \$21.95 0-8120-5729-5
Sections provide profiles of investment categories with information on how to buy and sell, risk factors, investment objectives, and directions on

reading annual reports and the financial pages. There also are directories of brokerage firms, mutual funds, etc., and other useful data.

Note: Dow Jones Investor's Handbook (Dow Jones-Irwin, 1986. \$19.95pa. 0-87094-716-8) is a similar reference source.

S25. Dun and Bradstreet Guide to Your Investments. Harper & Row, 1973 to date. Annual. 1987 ed., 368p., \$16.95 0-06-055045-7

Considered to be the best introductory guide to investments, this work provides excellent coverage of common and preferred stocks, various types of bonds, investment trusts, real estate, small business investment companies, etc. There also are sample portfolios, numerous tables, a glossary of terms, abbreviations, and a bibliography.

Management

S26. Encyclopedia of Management. 3d ed. Carl Heyel, ed. Van Nostrand, 1982. 1,271p. \$29.95 0-442-25165-3
Alphabetically arranged articles by subject specialists are from one-half page to thirty or more pages in length. The more than 300 entries treat such topics as management techniques, zero-based budgeting, retirement plans, robots, and women as managers. Articles are supported by cross-references to related materials and bibliographies.

Marketing

S27. Editor and Publisher Market Guide. Editor and Publisher, 1924 to date. Annual. 1986 ed., \$40
Each annual provides data on the markets for some 1,600 daily newspapers--population, climate, industries, department stores, banks, colleges and universities, etc. This work also is useful for information on cities. Arrangement is by state and then location.

Public Relations

S28. Lesly's Public Relations Handbook. 3d ed. Philip Lesly. Prentice-Hall, 1978. 736p. \$42.50 0-13-530691-9

This work covers all aspects of public relations--how it is used, public relations practices, preparing and analyzing a program, trends, etc. The Appendix includes a bibliography, glossary of terms, code of ethics, and list of associations. Indexed.

Real Estate

- S29. Dictionary of Real Estate Terms. Jack P. Friedman, et al. Barron's, 1984. 317p. \$7.95 0-8120-2521-0

This volume provides brief definitions for some 1,200 words and phrases pertaining to real estate. The Appendix contains tables of measurements, mathematical formulas, and other useful data. The same text with expanded tables of mortgage costs is issued as Barron's Real Estate Handbook (Barron's, 1984. 569p. \$16.95 0-8120-2904-6)

Note: Arnold Encyclopedia of Real Estate by Alvin L. Arnold and Jack Kusnet (Warren, Gorham & Lamont, 1976. 1,054p. \$47.50 0-882-6223-90) is also recommended.

- S30. McGraw-Hill Real Estate Handbook. Robert Irwin, ed. McGraw-Hill, 1984. 624p. \$49.95 0-07-032056-X

The 36 chapters, each by a subject specialist, cover investments, finance, taxes, appraisals, marketing, and other aspects of real estate.

Taxes

- S31. J.K. Lasser's Your Income Tax. Simon & Schuster, 1973 to date. 1987 ed., \$8.95pa.

Updated annually to reflect all changes in the law, this guide is designed to assist the average individual in completing tax forms. Libraries will need several copies of this guide.

Note: H & R Block Income Tax Guide (Macmillan, 1967 to date. 1987 ed., \$6.95) is a similar publication.

SUGGESTED PURCHASE PLAN-BUSINESS AND ECONOMICS

Annual

- Business Periodicals Index S1
(if need warrants)
Dow Jones-Irwin Business & Investment Almanac S6
Dun & Bradstreet Guide to Your Investments S25
Fortune's Directory of the 500 Leading U.S. Industries... S13
J.K. Lasser's Your Income Tax S31

Every 2-3 Years

(more often if possible)

- Best's Insurance Reports S20, S21
Directory of Texas Manufacturers S12
Editor & Publisher Market Guide S27
Franchise Annual S14
Thomas Register... S15

Group 1

- Complete Social Security Handbook S22
Dictionary of Business & Economics S3
Employees' Rights in Plain English S7
Encyclopedia of Economics S5
The Money Encyclopedia S19
Webster's Secretarial Handbook S16

Group 2

- Barron's Finance and Investment Handbook S24
Dictionary of Banking & Financial Services S18
Dictionary of Business & Management S4
Dictionary of Insurance S23
Encyclopedia of Small Business Resources S8
McGraw-Hill Real Estate Handbook S30
Schaum's Outline of Business Law S10

Group 3

- Dictionary of Real Estate Terms S29
Directory of Business & Financial Services S11
Encyclopedia of Management S26
Everybody's Business Almanac S9
Kohler's Dictionary for Accountants S17
Lesly's Public Relations Handbook S28
Small Business Sourcebook S2

T. SCIENCE

Science has received increasing emphasis in the school curriculum over the past two decades. Popular interest in the sciences also has grown. Since the library's reference collection must support both curricular and popular interests, as well as some professional needs, reference works are required in a number of scientific fields. Following a section on general sources, this chapter lists reference books under traditional divisions--astronomy, biological sciences, botany, chemistry, earth sciences, mathematics, physics, and zoology.

General Science

- T1. Audubon Society Nature Guides. Knopf, 1985. 7v. ca. 675p./ea. \$14.95/ea., pa. Atlantic and Gulf Coast. William H. Amos & Stephen H. Amos. 0-394-73109-3; Deserts. James A. MacMahon. 0-394-73139-5; Eastern Forests. Ann Sutton & Mym Sutton. 0-394-73126-3; Grasslands. Laura Brown. 0-394-73121-2; Pacific Coast. Bayard McConnaughey & Evelyn Bayard. 0-394-73127-1; and Wetlands. William A. Nierang. 0-394-73127-1. These beautifully illustrated and well-written works focus on the plants, birds, insects, flowers, and trees of each area. Volumes can be used independently and are a bargain.
- T2. Concise Science Dictionary. Oxford University Press, 1985. 762p. \$22.50 0-19-211593-6. Over 7,000 brief definitions of scientific terms, geared to general readers, relate to physics, chemistry, the earth sciences, and astronomy, with some attention to other areas such as computer technology.
- T3. The Facts on File Dictionary of Science. 6th ed. E.B. Uvaron and Alan Isaacs. Facts on File, 1986. 468p. \$21.95 0-8160-1386-1. A dictionary of some 7,000 terms, this work covers astronomy, chemistry, mathematics, physics, computer technology, etc. The brief definitions are supported by 47 diagrams.
- T4. General Science Index. H.W. Wilson, 1978 to date. 10/yr. Monthly, except June and Dec. Sold on a service basis. ISSN 0162-1963. Designed specifically for students and laypersons, this index is a basic tool in small and medium-sized libraries. It indexes 111 general science periodicals by subject only. The use of plain-language subject headings enables users who are unfamiliar with scientific terminology to find information quickly.
- T5. McGraw-Hill Dictionary of Scientific and Technical Terms. 3d ed. McGraw-Hill, 1984. 1,781p. \$70 0-07-045269-2. Libraries holding McGraw-Hill Encyclopedia of Science & Technology (see Note below) will not need this work; those not holding the Encyclopedia will find it very useful. There are 115,000 definitions for 98,500 terms, covering the broad spectrum of science, engineering, and technology. Definitions, which include an identification of the field in which the term is used, are supported by over 3,000 illustrations--drawings, diagrams, black-and-white plates, etc.
- Note: McGraw-Hill Encyclopedia of Science & Technology, 6th ed. (McGraw-Hill, 1987. 20v. \$1,440 0-07-079292-5) is the best comprehensive set available. It is kept up to date between editions by the McGraw-Hill Yearbook of Science & Technology (1962 to date. 1986 ed., \$46). Libraries unable to afford this expensive set may wish to consider Van Nostrand's Scientific Encyclopedia (T8).
- T6. Science Fair Project Index, 1981-1984. Cynthia Bishop and Deborah Crowe, eds. Scarecrow, 1986. 692p. \$47.50 0-8108-1892-2.
- T7. Science Fair Project Index, 1973-1980. Akron-Summit County Public Library, Science and Technology Division, eds. Rev. ed. Scarecrow Press, 1983. \$47.50 0-8108-1605-9. These volumes index books, pamphlets, magazine articles, etc., which are about thousands of projects--mathematical, scientific, and technical.
- T8. Van Nostrand's Scientific Encyclopedia. 6th ed. Douglas M. Conidine, ed. Van Nostrand, 1982. Available in 1 or 2v. format. \$112/2v. 0-442-25164-5; \$107.50/1v. 0-442-25161-0. This reliable set concerns all areas of science and technology. Coverage is far briefer than that provided by McGraw-Hill Encyclopedia of Science & Technology (see Note above), but this work is valuable for libraries of all sizes.
- Note: World Book Encyclopedia of Science, 7v. (Price available by request from World Book, Inc., Merchandise Mart, Chicago, IL 60654) is a new set which outlines basic scientific concepts and principles. Each volume has a special emphasis--The Animal World, The Heavens, etc.--and is geared to lay and school usage.

Astronomy

- T9. The Cambridge Atlas of Astronomy. Jean Audouze and Guy Israel, eds. Cambridge University Press, 1985. 481p. \$90 0-521-26369-7

This expensive work is highly recommended. It provides encyclopedic coverage of that which is known about the universe, with major sections on the sun, solar system, the stars, and the galaxy. In addition to tables and diagrams, the work is lavishly illustrated--770 photographs, 350 in color.

- T10. The Facts on File Dictionary of Astronomy. 2d ed. Valerie Illingworth, ed. Facts on File, 1986. 437p. \$19.95 0-8160-1357-8

Entries, which range in length from brief paragraphs to several pages, cover astronomical bodies, observatories, space craft and space probes, instrumentation, etc. The 2,300 entries are readable, informative, and accurate.

- T11. McGraw-Hill Encyclopedia of Astronomy. Sybil F. Parker, ed. McGraw-Hill, 1983. 464p. \$72.50 0-07-045251-2

The content of this work consists of articles from the multivolume McGraw-Hill Encyclopedia of Science & Technology (see Note following T5) with additional material prepared especially for it. All aspects of astronomy are included.

- T12. Pictorial Guide to the Planet. 3d ed. Joseph H. Jackson and John H. Baumert. Harper & Row, 1981. 146p. \$22.50 0-06-014869-1

This pictorial guide attempts to integrate the most significant knowledge acquired between 1965 and 1980 into a highly useful volume. There is information on engineering developments and on the moon, space, asteroids, meteors, comets, etc.

- Note: Skywatcher's Handbook: Night and Day; What to Look for in the Heavens Above, ed. by Colin A. Ronan (Crown, 1985. 224p. \$13.95 0-517-55703-7) is an excellent inexpensive guide for amateurs.

Biological Sciences

- T13. The Cambridge Encyclopedia of Life Sciences. Adrian Friday and David S. Ingram, eds. Cambridge University Press, 1985. 432p. \$45 0-521-25696-8

This authoritative work is divided into three parts: (1) the structure, function, and division of cells;

the organisms; genetics; behavior; sociobiology; and ecology; (2) environments; and (3) evolution and fossils. All major topics in each area are covered.

- T14. Dictionary of the Biological Sciences. Peter Gray. Krieger, 1982. 602p. \$37.50 0-89874-441-5

A standard work for the field, this volume includes brief definitions for 40,000 terms. All words derived from the same root are grouped together, usually without cross references, which is a disadvantage for most users.

- T15. Facts on File Dictionary of Biology. Elizabeth Tootill, ed. Facts on File, 1981. \$14.95 0-87196-516-0; \$5.95pa. 0-87196-637-9

This work defines the most common biological terms, some 3,100 in number.

Botany

- T16. Flowering Plants of the World. V.H. Heywood et al, eds. Prentice-Hall, 1985. 335p. \$39.95 0-13-322405-8

This beautifully illustrated reprint (Mayflower, 1978) treats plant families systematically. It also provides a clearly written overview of botany --structure, classification of flora, etc. Each article is signed by its contributor, a recognized subject specialist. Libraries which do not hold the 1978 printing should buy the reprint.

- T17. The Oxford Encyclopedia of Trees of the World. Bayard Hora, ed. Oxford University Press, 1981. 288p. \$24.95 0-19-217712-5

This volume contains illustrations and descriptions of the principal trees of the world. It includes 149 genera and over 500 species, supported by drawings and color photographs. Indexed by common and scientific names.

- Note: Trees, Shrubs and Woody Vines of the Southwest by Robert A. Vines (University of Texas Press, 1960. 1,116p. \$47.50 0-292-73414-X) is the standard work on trees found in Texas and adjacent states.

- T18. Popular Encyclopedia of Plants. Vernon H. Heywood and Stuart R. Chant, eds. Cambridge University Press, 1982. 368p. \$34.50 0-521-24611-3

There are over 2,000 brief articles on plant species including trees, herbs and spices, and those used for food and medicines. Over 700 color photographs and an index support the volume.

- T19. Wildflowers of Texas. Geyata Ajilvsgi. Shearer, 1984. 414p. \$11.95 0-94067215-4

This beautiful guide to 378 of the most common Texas wildflowers (including woody vines, shrubs, and cacti) is color-coded, making it exceptionally useful for identification purposes. All flowers are photographed in color.

Note: There are numerous other excellent guides to Texas wildflowers including A Field Guide to Southwestern and Texas Wildflowers by Theodore F. Niehaus (Houghton Mifflin, 1984. 449p. \$18.95 0-39536-640-2; \$12.95pa. 0-39532-8-764); and Texas Wildflowers: A Field Guide by Campbell Loughmiller and Lynn Loughmiller, Foreword by Lady Bird Johnson (University of Texas Press, 1984. \$19.95 0-292-78-59-1; \$10.95pa. 0-292-78060-5). Most libraries also will need Cacti of Texas and Neighboring States: A Field Guide by Del Weniger (University of Texas Press, 1984. 366p. \$24.95 0-292-71085-2; \$14.95pa. 0-292-71063-1) and The Grasses of Texas by Frank W. Gould (Texas A&M University Press, 1975. 672p. \$27.50 0-89096-005-4). All of these works are listed in Current Texas Reference Sources: A Sesquicentennial Guide by Margaret Irby Nichols (Texas State Library, 1985).

Chemistry

- T20. Condensed Chemical Dictionary. 10th ed. Rev. by Gessner G. Hawley. Van Nostrand, 1981. 1,135p. \$46.75 0-442-23244-6

Rather than a dictionary in the usual sense, this work is a compendium of data and descriptive information which includes: technical descriptions of chemicals, raw materials, and processes; definitions of chemical terminology; descriptions and identifications of a wide range of trademarked products used in the chemical industry.

- T21. Facts on File Dictionary of Chemistry. John Daintith. Facts on File, 1981. \$14.95 0-87196-513-5
This volume, designed for the general science student, defines some 2,200 of the most common technical terms in chemistry.
- T22. McGraw-Hill Dictionary of Chemistry. Sybil P. Parker, ed. McGraw-Hill, 1984. 665p. \$32.50 0-07-045420-5

The focus of this volume is on the vocabulary of theoretical and applied chemistry, rather than on chemical materials. Libraries holding McGraw-Hill Dictionary of Scientific & Technical Terms (T5) need not purchase, since terms and definitions are selected from its contents.

- T23. Merck Index: An Encyclopedia of Chemicals and Drugs. 10th ed. Merck, 1983. Various pagings. \$28.50 0-911910-26-3

This work includes some 10,000 organic compounds, with emphasis on the most important drugs and biologically active chemicals. Properties are given, along with formulas, alternate names, uses, toxicity, and other information. Cross indexing is provided for proprietary and trade names and for formulas.

Note: Lange's Handbook of Chemistry, 13th ed., ed. by John A. Dean (McGraw-Hill, 1985. \$59 0-07-016192-5), revised every 6 years, is a standard chemical handbook, along with Handbook of Chemistry and Physics, 63d ed. (CRC Press, 1982. \$59.95). Both may be needed in some libraries.

Earth Sciences

- T24. The Cambridge Encyclopedia of Earth Sciences. David G. Smith, ed. Crown, 1981. 496p. \$35 0-512-54370-2

Each of the long articles contained in this volume is a survey of some aspect of the earth sciences--geology, mineralogy, oceanography, the physics and chemistry of the earth, weather, gravity, energy, the environment, etc.

- T25. Dictionary of Gems and Gemology. 6th ed. Robert M. Shipley. Gemological Institute of America, 1974. 230p. \$7.50 0-87311-007-2
This work identifies terms and abbreviations concerning gems and gemology, providing historical information and pronunciations. There also are entries for persons, societies, museums, etc.

- T26. A Dictionary of Geology. 6th ed. John Challinor, ed. Oxford University Press, 1985. 1,500p. \$35 0-19-520505-7; \$19.95pa. 0-19-520506-5
This outstanding work is a standard for the field. The some 1,500 definitions for names and terms include quotations from geological literature.

- T27. Field Guide to Rocks and Minerals. 4th ed. Frederick Pough. Houghton-Mifflin, 1976. \$17.95 0-395-24047-6; \$12.95pa. 0-395-24049-2
The first part of this work includes chapters on general topics--how to find and arrange specimens, testing techniques, etc. The second and major portion includes entries for 270 rocks and minerals, grouped according to their chemical

composition. For each there are drawings of crystal forms and photographs of specimens, many in color, as well as lengthy discussions for each entry.

- T28. McGraw-Hill Dictionary of Earth Sciences. Sybil P. Parker, ed. McGraw-Hill, 1984. 837p. \$32.50 0-07-45252-0

The brief definitions for over 15,000 terms are extracted from the McGraw-Hill Dictionary of Scientific and Technical Terms (T5); libraries holding that work need not purchase. Others will find it to be a practical and useful volume.

- T29. Ocean World Encyclopedia. Lee M. Hunt and David G. Groves. McGraw-Hill, 1980. 443p. \$54.50 0-07-025010-3

Designed for the nonspecialist, this work covers a wide variety of areas concerning the ocean—oceanography, tides, hurricanes, ocean chemistry, plant and animal life, mineral resources, etc. Entries vary from brief definitions to long survey articles.

- T30. Times Atlas of the Ocean. Alastair Couper, ed. Van Nostrand Reinhold, 1983. 272p. \$59.95 0-442-21661-0

This excellent work covers physical and biological oceanography, resources, uses, laws of the ocean, and many other topics.

- T31. Weather Almanac. 5th ed. James A. Ruffner and Frank Bair, eds. Gale, 1987. \$110 0-8103-1497-5

This volume focuses on climate, weather, and air quality in the U.S. and its major cities. There is information on health, weather extremes, storm frequencies, earthquakes, and other hazards.

Mathematics

- T32. Dictionary of Mathematics. J.A. Glenn and G.H. Littler, eds. Barnes & Noble, 1985. 230p. \$18.95 0-389-20451-X

Definitions are for basic mathematical concepts and the standard vocabulary of geometry, statistics, logic, structural algebra, number theory, and some applied mathematics—2,500 in all.

- T33. Handbook of Mathematical Tables and Formulas. 5th ed. Richard Burington. McGraw-Hill, 1973. 480p. \$24.50 0-07-009015-7

Designed to meet the needs of students and professionals in mathematics, engineering, and

other technical and scientific fields, this work includes formulas, theorems, and tables in many areas.

- T34. Prentice-Hall Encyclopedia of Mathematics. Beverly Henderson West et al. Prentice-Hall, 1982. 633p. \$35 0-13-696-13-8

Students from high school level up will find these articles on mathematical concepts, statistics, measures, and other related topics useful.

Physics

- T35. Encyclopedia of Physics. 3d ed. Robert Becancom, ed. Van Nostrand, 1985. \$149.50 0-442-025778-3

This outstanding work is designed for readers on three levels. Articles on the main divisions of physics are intended for readers with little background on the subject; those on the subdivisions of physics are aimed at readers with some background in the field; those on very specific topics are geared to advanced readers who have a sound physics background.

- T36. Facts on File Dictionary of Physics. 2d ed. John Daintith, ed. Facts on File, 1981. 48p. \$16.95 0-87196-571-9

The some 12,000 entries define the most commonly used terms in physics.

Zoology

- T37. The Encyclopedia of North American Wildlife. Stanley Klein. Facts on File, 1983. 315p. \$35 0-87196-758-8

This beautifully illustrated volume covers mammals, birds, reptiles, amphibians, and fish. Articles arranged alphabetically by popular names for each group provide a description and information on behavior, reproduction patterns, range, etc.

Aquatic Life

- T38. The Aquarium Encyclopedia. Gunther Sterba. MIT Press, 1983. 605p. \$37.50 0-262-19207-1

This work covers all aspects of fresh-water and sea-water aquarium needs. There is basic information about fish, plants, water chemistry, etc., plus over 1,000 illustrations.

- T39. Encyclopedia of Aquatic Life. Facts on File, 1985. 367p. \$35 0-8160-1257-1

Named an LJ Outstanding Reference Source of 1985, this work explains habitats, physical characteristics, diets, and social organization of the world's aquatic life. The three main sections treat fish, aquatic invertebrates, and sea mammals. The volume is extensively illustrated with drawings, paintings, and photographs, and is written in easily understood language.

Birds

- T40. The Encyclopedia of Birds. Christopher M. Perrins and Alex L.A. Middleton, eds. Facts on File, 1985. 447p. \$35 0-6160-1150-8

This outstanding work, written by some 90 subject experts, covers 180 families of birds from throughout the world. For each bird family, information includes distribution patterns, habitat, size, color, calls, nesting behavior, and other data. There also are articles on life cycles, mating rituals, social organization, and other topics and over 400 beautiful color photographs of birds in flight. An ALA Outstanding Reference Source of 1985.

- T41. Field Guide to the Birds of Texas and Adjacent States. Roger Tory Peterson. Houghton Mifflin, 1963. 304p. \$17.95 0-395-08087-8

This field guide, by one of America's most famous ornithologists, covers 542 species of birds found in Texas. Arranged by species, there are detailed descriptions and numerous illustrations, including 13 pages of silhouettes and 60 plates, 36 of which are in color. Indexing is by both scientific and technical names.

Insects

- T42. Audubon Society Field Guide to North American Insects and Spiders. Lorus Milore and Margery Milne. Knopf, 1980. 280p. \$13.50 0-394-50763-0

All volumes in the Audubon Society Field Guide Series are of exceptional quality. This volume, designed for identification, contains descriptions and pictures of all insects and spiders known to live in North America.

- Note: A Field Guide to the Insects of America North of Mexico by Donald J. Borror and Richard White (Houghton-Mifflin, 1970. 306p. \$15.95 0-395-07436-3; \$10.95pa. 0-395-18523-8) is a similar work.

- T43. The Encyclopedia of Insects. Christopher O'Toole. Facts on File, 1986. 143p. \$24.95 0-8160-1358-6

Written in a readable style, this work succinctly summarizes what is known about insects.

Mammals

- T44. The Encyclopedia of Mammals. David MacDonald. Facts on File, 1984. 895p. \$45 0-87196-871-1

This beautiful work contains some 700 articles by 180 experts arranged in 8 categories; e.g., carnivores, sea mammals, etc. The articles, which vary in length from 2 to 16 pages, cover physical characteristics, habitat, range, and related animals. The 2,250 color plates and 72 color illustrations are an outstanding feature. Named an ALA Outstanding Reference Source for 1984.

Reptiles and Amphibians

- T45. Encyclopedia of Reptiles and Amphibians. Tim R. Holliday and Craig Adler, eds. Facts on File, 1986. 160p. \$24.95 0-8160-1359-4

This nontechnical work provides detailed information arranged in taxonomic order. There also are world geographical distribution maps, color photographs, and articles on evolutionary theory.

- Note: Field Guide to Texas Snakes by Alan Tennant (Texas Monthly Press, 1984. 260p. \$19.95 0-932012-97-3; \$12.95 0-87719-012-7) is an excellent work which provides detailed information on Texas snakes.

SUGGESTED PURCHASE PLAN-SCIENCE

Annual

General Science Index (for libraries with a
periodical collection adequate to warrant it) T4

Group 1

Cambridge Atlas of Astronomy T9
Encyclopedia of North American Wildlife T37
Facts on File Dictionary of Science T3
Field Guide to Birds of Texas... T41
Merck Index T23
Van Nostrand's Scientific Encyclopedia T8
Wildflowers of Texas T19

Group 2

Concise Science Dictionary T2
Dictionary of Geology T26
Encyclopedia of Mammals T44
Facts on File Dictionary of Astronomy T10
Facts on File Dictionary of Biology T15
Field Guide to Rocks and Minerals T27
Flowering Plants of the World T16

Group 3

Audubon Society Nature Guides T1
Encyclopedia of Aquatic Life T39
Facts on File Dictionary of Chemistry T21
McGraw-Hill Dictionary of Earth Sciences T28
(for libraries not holding T5)
McGraw-Hill Encyclopedia of Astronomy T11
Science Fair Projects T6 and T7

Group 4

Cambridge Encyclopedia of Life Sciences T13
Dictionary of Mathematics T32
Encyclopedia of Reptiles and Amphibians T45
Facts on File Dictionary of Physics T36
McGraw-Hill Dictionary of Scientific and
Technical Terms T5
Ocean World Encyclopedia T29
Weather Almanac T31

Group 5

Aquarium Encyclopedia T38
Audubon Society Field Guide to North American
Insects and Spiders T42
Condensed Chemical Dictionary T20
Dictionary of Gems and Gemology T25
Encyclopedia of Birds T40
Handbook of Mathematical Tables and Formulas T33
Pictorial Guide to the Planets T12
Popular Encyclopedia of Plants T18

Group 6

Cambridge Encyclopedia of Earth Sciences T24
Dictionary of Biological Sciences T14
Encyclopedia of Insects T43
Encyclopedia of Physics T35
McGraw-Hill Dictionary of Chemistry T22
Oxford Dictionary of Trees of the World T17
Prentice-Hall Encyclopedia of Mathematics T34
Times Atlas of the Ocean T30

U. APPLIED SCIENCES

Some of the sections of this chapter concern very popular subjects. The selection of computer equipment and software, for example, is of interest to both the library and the library patron. Librarians and library users are learning about computers and need tools which define terms and provide basic factual data about the field. Books on mechanics, especially the maintenance and repair of automobiles, also are popular. Circulating copies of books on car repair are necessary purchases; duplicate copies in the reference collection assure availability of the information at all times. During recent years, consumers have become more responsible for learning about their own health problems and care, making it necessary for the library to acquire reference materials on prescription and non-prescription drugs and guides which explain diagnostic procedures, treatments, and other matters pertaining to medicine. Other topics included in this chapter are aeronautics and space, electronics, energy, engineering, building construction, and ships.

Aeronautics and Space

- U1. Aviation/Space Dictionary. 6th ed. Ernest J. Bente and Lawrence W. Reithmaier, eds. TAB Books, 1980. 272p. \$19.95 0-8168-3002-9
This work includes definitions for terms in radar, airline operations, air traffic control, and, of course, aviation and space technology. Terms in computer technology, electronics, and astronomy also are included. The dictionary is designed for the educated layperson rather than the specialist.
- U2. World Encyclopedia of Civil Aircraft: from Leonardo da Vinci to the Present. Enzo Angelucci, ed. Crown, 1982. 414p. \$14.95 0-517-54724-4
This chronologically arranged history provides technical data and historical background for more than 400 aircraft, supported by color plates, scale views, photographs, and other illustrations.

Building Construction

- U3. Building Design Construction Handbook. 4th ed. Frederick S. Merritt, ed. McGraw-Hill, 1981. 1,408p. \$89.50 0-07-041521-8
Fundamentals are emphasized in this work, which is designed for a wide audience—homeowners and professionals, anyone, in fact, faced with

decisions concerning building materials and construction methods. The approach is practical, and the information is accurate and authoritative.

- U4. Materials Handbook: An Encyclopedia for Managers, Technical Professionals, Purchasing and Production Managers, Technicians, Supervisors, and Foreman. 12th ed. George S. Brady et al. McGraw-Hill, 1986. 1,038p. \$59.50 0-07-007071-7

Descriptive entries for thousands of construction materials, from bricks to walrus hides, cite characteristics, sources, uses, and other facts. The information is easily understood and useful to the professional and general public. Arrangement is alphabetical by types of materials.

- U5. The National Electrical Code Handbook. Wilford I. Summers, ed. National Fire Protection Association, 1987. \$39.50 plus shipping. 0-87765-326-7

The national code is designed to assist those concerned with electrical safety and is the basis for local electrical codes. Libraries should hold a copy of their own city's code.

Computers

- U6. Computer Buying Guide: Rating the Best Computers, Peripherals, Software. Ed. by Consumer Guide. Publisher's International, 1986. \$4.95pa. 0-451-14583-6
This work provides detailed reviews for computers, peripherals, and programs, with emphasis on IBM, Apple, and compatible microcomputers.
- U7. Computer Dictionary. 4th ed. Charles J. Sippl. Howard W. Sams, 1985. \$39.95 0-672-22205-1
This basic work defines 12,000 terms and provides survey articles on microcomputers, minicomputers, mainframes, and related areas; e.g., artificial intelligence, fiber optics.

Note: The Illustrated Dictionary of Microcomputers. 2d ed. Michael Hordeski. (TAB Books, 1986. \$24.95 0-8306-0488-X; \$14.95pa. 0-8306-2688-3) is an even more extensive work, with emphasis on recent concepts.

- U8. The Library Micro Consumer. Robert M. Mason and Stephen Ennis, eds. MRC Publications, 130 W. Wieuca Rd., Suite 208, Atlanta, GA 30342, 1986. \$29.59pa. 0-932393-03-9

This work describes over 200 software packages designed specifically for libraries, with information on system requirements and prices, as well as excerpts from reviews and comments from users. It also presents an overview of topics such as word processing and spreadsheets.

Note: 101 Software Packages to Use in Your Library: Descriptions, Evaluations, and Practical Advice by Patrick Dewey (American Library Association, 1987. 184p. \$17.95pa. 0-8389-0455-6) is a similar work.

U9. The Prentice-Hall Standard Glossary of Computer Terminology. Robert A. Edmunds. Prentice-Hall 1985. \$34.95 0-13-698234-4; \$26.95pa. 0-13-698226-3

Some 4,700 computer terms are defined in language comprehensible to laypersons. Important key concepts are indicated by a symbol and related terms are cross-referenced.

Note: The Computer Glossary for Everyone: It's Not Just a Glossary. 3d ed., by Alan Freedman (Prentice-Hall, 1983. \$18.95pa. 0-13-164483-1) also is a clearly written work, suitable for the layperson.

Electronics

U10. Encyclopedia of Electronics. Stan Gibilisco. TAB Books, 1985. \$60 0-8306-2000-1
An LJ Outstanding Reference Book for 1985, this basic work defines over 3,000 electronic terms in language which is understandable to the amateur but useful to the technician. The volume is supported by over 1,300 illustrations and several indexes.

U11. Modern Dictionary of Electronics. 6th ed. Rudolf F. Graf. Sams, 1984. 1,152p. \$39.95 0-672-22041-5

Over 20,000 terms are briefly defined in this useful work. Additional features include lists of semiconductor and schematic symbols.

U12. Radio Amateur's Handbook. American Radio Relay League, 1928 to date. Annual. 1986 ed., \$18 0-87259-164-8

Designed for "ham" radio operators, this annual contains information on equipment, regulations, licensing, etc. Libraries should have a recent edition, since information tends to change frequently.

Energy

U13. Dictionary of Energy. Carl W. Hall and George W. Hinman. Marcel Dekker, 1983. \$35 0-8247-1793-7

This work includes over 3,000 entries for all types of energy and related topics, as well as illustrations, conversion tables, and other useful data.

U14. The Solar Energy Almanac. Martin McPhillips, eds. Facts on File, 1983. \$15.95 0-87196-727-8; Everest House. \$10.95pa. 0-89696-152-4

Those interested in solar energy will find this work useful. It includes discussions of passive versus active design and numerous other topics. There also is information on careers in solar energy and on a wide variety of uses of solar energy.

Note: SEIA Solar Source Book (Solar Energy Industries Association. Annual. 1986 ed., \$12.50pa. Available from Renewable Energy Institute, P.O. Box 65985, Washington, D.C. 20035) is a directory of solar energy products.

Engineering

U15. McGraw-Hill Encyclopedia of Engineering. Sybil P. Parker, ed. McGraw-Hill, 1983. 1,272p. \$72.50 0-07-045486-8

Those libraries holding the McGraw-Hill Encyclopedia of Science & Technology (T5) need not purchase this work, since its content is largely extracted from the parent set. Entries concern all fields of engineering and attempt to provide fundamental concepts and principles.

Mechanics

U16. Bicycle Magazine's Complete Guide to Bicycle Maintenance and Repair. Editors of Bicycle Magazine. Rodale, 1986. 304p. \$19.95 0-87857-603-5; \$13.95pa. 0-87857-604-5

Designed for both the bicycle owner and the bicycle shop owner, this comprehensive work provides detailed information on all aspects of maintenance and repair.

U17. Chilton's Auto Repair Manual, 1980-1987. Chilton Book Co., 1986. 1,344p. \$21.95 0-8019-7670-7
Each annual provides specifications and repair procedures on makes and models for the current year and previous six years. The arrangement is alphabetical by manufacturer. This is an indispensable guide for automobile mechanics and those who make their own repairs. Over 3,000 illustrations show one how to diagnose problems and make every conceivable repair and adjustment.

U18. Chilton's Import Car Repair Manual, 1980-1987. Chilton Book Co., 1986. 1,488p. \$21.95 0-8019-7672-3
All automobiles imported into the United States are included in these annuals, which cover the current model year and previous six years. Volumes are similar to the work above, which covers domestic models.

Note: Other Chilton publications which libraries may wish to consider include Chilton's Motorcycle Repair Manual, 1945-1985 (1986. \$27.95 0-8019-7077-6), which covers all motorcycles sold in the U.S.; Chilton's Truck and Van Repair Manual, 1979-1986: Gasoline and Diesel Engines (1986. \$21.95 0-8019-7655-3), which is updated biennially; and Chilton's Guide to Small Engine Repair-to-20HP (1986. \$12.50 0-8019-7334-1). Chilton also publishes a Spanish language repair manual: Chilton Manual de Reparacion de Automoviles, 1976-1983 (1986. \$14.95 0-8019-7085-7).

U19. Edmund's Car Price Buyer's Guide. Dell, 1987. \$3.50pa. 0-440-02148-0

U20. Edmund's Used Car Prices. Dell, 1987. Quarterly. January 1987 ed., \$3.50pa. 0-440-02136-7
These two manuals provide prices on new and used cars. The volume on used cars, published quarterly, is available on a subscription basis.

Medicine and Health

Medical Guides

U21. The American Cancer Society Cancer Book: Prevention, Detection, Diagnosis, Treatment, Care. Arthur I. Holleb et al. Doubleday, 1986. 627p. \$22.50 0-385-17847-6
Named an LJ Outstanding Reference Book for 1986, this work provides extensive information arranged in chapters which deal with cancer in different parts of the body. Most libraries will need both a reference and a circulating copy.

U22. The Child Care Encyclopedia: A Parent's Guide to the Physical and Emotional Well-being of Children from Birth through Adolescence. Penelope Leach. Knopf, 1984. 708p. \$22.95 0-394-525332-9

This alphabetically arranged volume provides a wealth of factual information on the physical and emotional development of children. It includes not only advice on common problems and concerns of parents but also on all types of physical and emotional crises and on emergencies. Leach is the author of the popular Your Baby and Child.

U23. Columbia University College of Physicians & Surgeons Complete Home Medical Guide. Donald F. Tapley et al. Crown, 1985. \$39.95 0-517-55842-4; \$25pa. from Consumer Report Books, 540 Barnum Ave., Bridgeport, CT 06608, Code 68.

Over 50 physician specialists contributed to this overview of today's medicine, which answers many questions about health care. Technical advances and diagnostic procedures are described. This excellent work contains an abundance of information on health and medicine. An ALA Outstanding Reference Source for 1986.

U24. Complete Book of Medical Tests. Mark A. Moskowitz and Michael E. Osband. Norton, 1984. \$17.50 0-393-01794-X

There are detailed descriptions of over 100 medical tests—purpose of test, how it is done, how results are given, risks and discomfort, patient preparation, symptoms or disease for which test is given, and approximate cost.

U25. The Consumer's Guide to Poison Protection. Harold M. Silverman. Avon, 1984. 288p. \$8.95pa. 0-386-89682-0

This guide to poison protection, detection, and treatment is directed toward laypersons. There are sections on animal bites, food poisoning, plant poisoning, etc. The Appendix includes a directory of the Poison Control Centers in all 50 states.

U26. Dictionary of Medical Syndromes. Sergio I. Magalini and Euclide Scarscia. Lippincott, 1981. \$54.50 0-397-50503-5
Each entry, arranged alphabetically by syndrome, includes symptoms and signs, pathology, diagnosis procedures, therapy, prognosis, etc. A bibliography concludes each entry.

- U27. Health Care U.S.A. Jean Carper. Prentice Hall, 1987. 608p. \$35. \$19.95pa.

This directory lists treatment and research centers, specialists, hotlines, publications, associations, government agencies, and self-help groups for a wide variety of health needs—AIDS, drug abuse, burns, cancer, etc., 48 in all.

- U28. Melloni's Illustrated Medical Dictionary. 2d ed. Ida Dox et al. Williams and Wilkins, 1985. 560p. \$23.95 0-683-02641-0

This comprehensive medical dictionary is understandable to the educated layperson. It contains definitions of some 25,000 of the most frequently used medical terms, supported by ca. 2,500 illustrations.

- Note: Taber's Cyclopedic Medical Dictionary, 15th ed., ed. by Clayton L. Thomas (F.A. Davis, 1985. 2,170p. \$17.95 0-8036-8309-X) is far more extensive (56,136 definitions) but mainly addresses health-care providers.

- U29. Merck Manual of Diagnosis and Therapy. 14th ed. Merck, Sharpe and Dohne, 1982. 2v. \$19.95. 0-911910-03-4; \$11.95pa. v.1 0-911910-04-2, v.2 0-911910-05-0

Intended for use by physicians and other health specialists, this work on diseases and disorders also is understandable to the general public. Each entry includes a definition or description of the disease, its symptoms, diagnosis, treatment, and prognosis. Volume 1 covers general medicine; v. 2 covers obstetrics, gynecology, pediatrics, and genetics.

- U30. The New Our Bodies, Ourselves: A Book by and for Women. Rev. ed. By the Boston Women's Health Book Collective. Simon & Schuster, 1984. 639p. \$19.95 0-671-46087-0; \$12.95pa. 0-671-46088-9

The most famous of the manuals for women, this work has received conflicting appraisals. Most critics view it as the best and most authoritative work of its type, and some few are shocked at its frankness. It is a health guide which deals with subjects and issues such as rape, sexuality, parenthood, menopause, body image, alcohol, and alternatives to medical care.

- U31. Webster's Medical Desk Dictionary. Merriam, 1986. 790p. \$18.95 0-87779-025-6

The 55,000 definitions in this work, designed for laypersons, are in natural language, using as few technical terms as possible. Unlike most medical dictionaries, names of diseases, syndromes, etc.

are listed alphabetically instead of under collective entries such as diseases. This is a first choice for most public libraries.

Nutrition

- U32. The Nutrition Desk Reference. Robert H. Garrison and Elizabeth Somer. Keats, 1985. \$29.95 0-87983-328-9

Named an ALA Outstanding Reference Source of 1985, this work is a state-of-the-arts review of nutrition basics. It contains clearly written articles on broad topics—vitamins and mineral resources, nutrition and cancer—and specific data on nutritional functions, requirements, deficiencies, etc.

- U33. The Prentice-Hall Dictionary of Nutrition and Health. Kenneth Anderson and Lois Harmon. Prentice-Hall, 1985. 257p. \$21.95 0-13-695610-6; \$9.95pa. 0-13-695602-5

This work includes over 1,200 definitions of terms related to nutrition and diet—minerals, vitamins, diets, diseases, chemical composition of food, food additives, etc.

- Note: The Penguin Encyclopedia of Nutrition by John Yudkin (Penguin, 1986. 416p. \$7.95pa. 0-14-008563-7) is an inexpensive work on the subject.

Prescription and Non-prescription Drugs

- U34. Drug Information for the Consumer: United States Pharmacopodia. United States Pharmacopodia Convention, Inc. Consumer Report Books, 540 Barnum Ave., Bridgeport, CT 06608, 1987. \$25pa. Code 113.

A comprehensive source of objective facts and advice on almost every drug available, this work contains over 5,000 listings. Each entry provides recommended uses and precautions; possible side effects, and what to do if they occur; special precautions for pregnant and breast-feeding women; foods and activities to avoid; and emergency steps in case of overdose.

- U35. Essential Guide to Generic Drugs. Laurence Lieberman. Harper, 1986. 326p. \$17.95 0-06-181535-7; \$8.95pa. 0-06-096040-X

This work, written by a pharmacist, is designed to help patients choose between generic and brand-name drugs. The volume points out that, despite public

opinion to the contrary, generic is not always better nor is it always cheaper. Some 200 drugs are arranged alphabetically by generic name with information on similarities and differences in the various forms in which each is available.

- U36. Essential Guide to Non-Prescription Drugs. David Zimmerman. Harper, 1983. \$27 0-060-14915-9; \$12.95pa. 0-060-91023-2

Named an ALA Outstanding Reference Source for 1983, this work provides recommendations of the Food and Drug Administration on the safety and effectiveness of over-the-counter drugs. It is a companion volume to the publication below and follows a similar format.

- U37. Essential Guide to Prescription Drugs. 4th ed. James N. Long. Harper, 1982. 992p. \$10.95 0-06-091193-X

This standard work provides profiles of prescription drugs—brand names and manufacturers, dosage forms and strengths, when and how it should and should not be taken, possible side effects, precautions for use by the elderly or during pregnancy, etc. The arrangement is by generic name with indexing by both generic and brand names.

- U38. The Parent's Guide to Pediatric Drugs. Ruth Bindler et al. Harper, 1986. 313p. \$20 0-06-181097-5; \$7.95 0-06-096073-6

Similar in purpose and format to the two guides listed immediately above, this work gives advice on both prescription and nonprescription drugs used to treat childhood ailments. Arrangement is by types of condition or illness.

- U39. Physicians Desk Reference for Nonprescription Drugs. Medical Economics, 1980 to date. Annual. 1986 ed., \$26.95 0-87489-838-2

A companion volume to the work listed below, this work provides descriptions, dosages, side effects, etc. for over a thousand over-the-counter drugs. Indexing is by manufacturer, brand name, products, etc. There also is a section on product identification with photographs of tablets and packages.

- U40. Physicians Desk Reference. Medical Economics, 1947 to date. Annual. 1986 ed., \$34.95 0-87489-886-2

Commonly called PDR, this standard annual provides the latest available information on each drug, there is a product identification section and indexing by manufacturers, product names, and generic and chemical names.

Note: Other recommended publications on drugs include Complete Guide to Prescription and Non-prescription Drugs by Winter Griffith (HP Books, 1986. 888p. \$12.95 0-89586-404-5); Joe Graedon's People's Pharmacy 3: Drug Breakthroughs of the 80's (Bantam, 1985. \$8.95pa. 0-553-34134-0); and The New Consumer Drug Digest, rev. ed., by the American Society of Hospital Pharmacists (Facts on File, 1985. 528p. \$19.95 0-8160-1254-7; \$10.95pa. 0-8160-1255-5). The Food and Drug Interaction Guide by Brian L.G. Morgan (Simon & Schuster, 1986. 335p. \$19.95 0-671-52430-5; \$10.95pa. 0-671-61776-1) alerts readers to possible problems in eating specific foods while taking medication.

Veterinary Medicine

- U41. Animal Health—Livestock and Pets: 1984 Yearbook of Agriculture. U.S. Department of Agriculture. U.S. Government Printing Office, 1984. 688p. \$10 S/N 001-000-04434-6

Information contained in this comprehensive and profusely illustrated volume is of interest to both pet owners and livestock owners. The 87 chapters and 10 sections concern ailments and proper nutrition for pet birds, backyard poultry, dairy and beef cattle, horses, rabbits and other small animals, fish, cats, and dogs.

- U42. Black's Veterinary Dictionary. 15th ed. Geoffrey P. West, ed. Barnes & Noble, 1985. 904p. \$35 0-389-20555-9

This is a standard dictionary containing reliable information on diseases and conditions in animals. It also provides information on the anatomy and physiology of domestic animals.

- U43. Merck Veterinary Manual. Merck, 1986. 1,700p. \$20 0-911910-53-0

This technical manual is for the use of veterinarians in the diagnosis and treatment of large and small animals. Since the work is directed toward the professional, it is not the first choice for laypersons, but the information is useful for libraries generally.

Ships

- U44. The Oxford Companion to Ships and the Sea. Peter Kemp, ed. Oxford University Press, 1976. 980p. \$45 0-19-211553-7

This work provides international coverage for ships and the sea from the earliest times to the 1975

Admiral's Cup competition. The 3,700 alphabetically arranged entries are biographies of famous seamen, terms, sea battles, famous ships, lore, etc. There are some 400 black-and-white photographs of engravings and paintings of individuals, ships, and naval engagements.

Agriculture

U45. Agricultural Terms. 2d ed. Oryx Press, 1978.

122p. \$30 0-912700-459

Some 37,000 terms on agriculture are defined. Data for this work was provided by the National Library of Medicine.

U46. Yearbook of Agriculture. U.S. Dept of Agriculture.

U.S. Government Printing Office, 1985 to date. Annual.

Since 1936, each of these well-known annuals has dealt with a different subject related to agriculture. The most recent title, Research for Tomorrow (1986. 344p. \$9.50 S/N 001-000-04472-9), examines agricultural research and the current challenge to U.S. agriculture to remain competitive in the world market. Topics discussed include: biotechnology, insects and weeds, human nutrition and food, and new technologies. These yearbooks often can be obtained free from your congressman.

SUGGESTED PURCHASE PLAN-APPLIED SCIENCES

Annual

Chilton's Auto Repair Manual U17
Chilton's Import Car Repair Manual U18
Edmund's Car Price Buying Guide U19
Edmund's Used Car Prices (4 times a year) U20
Physicians Desk Reference U38
Physicians Desk Reference for Nonprescription Drugs U39
Yearbook of Agriculture U46

Every 2-3 Years

Radio Amateur's Handbook U12

Group 1

Child Care Encyclopedia U22
Columbia University...Complete Home Medical Guide U23
Computer Buying Guide U6
Essential Guide to Prescription Drugs U36
Health Care U.S.A. U27
Library Micro Consumer U8
Merck Manual of Diagnosis and Therapy U29
Webster's Medical Desk Dictionary U31

Group 2

Agricultural Terms U45
American Cancer Society Cancer Book U21
Animal Health U41
Building Design Construction Handbook U3
Computer Dictionary U7
Encyclopedia of Electronics U10
Essential Guide to Non-Prescription Drugs U36
Melloni's Illustrated Medical Dictionary U28

Group 3

Black's Veterinary Dictionary U42
Complete Book of Medical Tests U24
Dictionary of Energy U13
Drug Information for the Consumer U34
National Electronic Code Handbook U5
New Our Bodies, Ourselves U30
Prentice-Hall Computer Standard Glossary of Computer Terminology U9

Group 4

Aviation/Space Dictionary U1
Consumer's Guide to Poison Protection U25
Dictionary of Medical Syndromes U26
Essential Guide to Generic Drugs U35
Modern Dictionary of Electronics U11
Nutrition Desk Reference U32
Parent's Guide to Pediatric Drugs U38

Group 5

Bicycle Magazine's Complete Guide to Bicycle... U16
McGraw-Hill Encyclopedia of Engineering U15
Materials Handbook U4
Merck Veterinary Manual U43
Oxford Companion to Ships and the Sea U44
Prentice-Hall Dictionary of Nutrition Health U33
Solar Energy Almanac U14
World Encyclopedia of Civil Aircraft U2

V. HOME LIFE AND SOCIAL CUSTOMS

Consumerism

General

V1. How To: 1400 Best Books on Doing Almost Anything.

Bill Katz and Linda Sternberg Katz. Bowker, 1984. 225p. \$29.95 0-8352-1927-5

Titles chosen for inclusion in this guide are the best how-to books available on a wide variety of activities—raising cats, doing needlework, skiing, etc. Annotated entries, arranged by subject, provide full bibliographic and order information.

V2. Self-Help: 1400 Best Books on Personal Growth.

Bill Katz and Linda Sternberg Katz. Bowker, 1985. 379p. \$29.95 0-8352-1939-9

This work identifies guides, manuals, and other works which focus on self-improvement, published from 1980-84. The 1,400 annotated titles, arranged alphabetically by subject, are designed for laypersons rather than professionals.

Anniversaries and Holidays

V3. Anniversaries and Holidays. 4th ed. Ruth Gregory.

American Library Association, 1983. 262p. \$20 0-8389-0389-4

Arrangement of this useful guide is in three parts: Calendar of Fixed Dates, the largest section, which offers day-to-day anniversaries and holidays with background information for each; Calendar of Moveable Days, subdivided according to the Christian, Islamic, Eastern and Western Worlds; and a bibliography about anniversaries and holidays. Indexed.

V4. Chase's Annual Events: Special Days, Weeks, and

Months. William D. Chase and Helen M. Chase, comps. Contemporary Books, 1958 to date. Annual. 1987 ed., 288p. \$16.95pa. 0-8092-4846-8

Arranged in a calendar format, this annual contains entries for each day of the year—4,500 in all. Events include worldwide holidays, anniversaries, holy days, national and ethnic days, seasons, festivals, fairs, sponsored events, and birthdays of famous people. In 30-40 words, there is a description of each event or historical notes on its significance.

V5. Consumer Protection Manual. Andrew Eiler. Facts on File, 1984. \$29.95 0-871-96310-8

This volume focuses on consumer rights under federal and state laws in purchasing goods and services, warranties, methods of payment, consumer credit collection, and small claims courts. The inclusion of sample letters is an especially useful feature. Indexed.

V6. Reader's Digest Consumer Advisor: An Action Guide to Your Rights. Reader's Digest Press, distr. by Random, 1984. 416p. \$21.50

Wise shopping and consumer complaints are the focus of this useful volume. Fifteen chapters discuss topics such as mail order shopping, housing, medical care, and computer errors. Directories of legal agencies, courts, and consumer groups also are included.

Note: Most libraries subscribe to Consumer Reports (Consumer's Union, 1936 to date. 12/yr. The Dec. issue is the annual buying guide), and/or Consumers' Research Magazine (Consumers' Research, 1931 to date. 12/yr.), which report the results of tests of consumer products, with indications of recommended and non-recommended brands.

Etiquette

V7. Emily Post Etiquette. 14th ed. Rev. by Elizabeth L.

Post. Harper, 1984. 1,018p. \$16.95 0-06-181683-3

This standard work updates the 1975 edition.

Although it is especially useful for formal occasions, it also contains sections which acknowledge recent social changes—women in the professions, unmarried couples who live together, divorce and remarriage, etc.

V8. Miss Manners' Guide to Excruciatingly Correct Behavior. Judith Martin. Atheneum, 1982.

745p. \$19.95 0-689-11247-5

Even though humorously presented, this work contains sound advice on correct social behavior. There is comprehensive information on weddings and other formal occasions, table manners, office and business entertaining, and party giving. There also is an excellent discussion on etiquette for children.

Note: Libraries also may need a work which focuses on wedding etiquette, such as The Complete Wedding Planner by Edith Gilbert (Warner, 1984. \$8.95pa.

0-446-38293-0); Emily Post on Weddings by Elizabeth Post (Harper & Row, 1987. 135p. \$2.95pa. 0-06-080812-8) presents wedding etiquette in a question and answer format.

Food and Cookery

- V9. Joy of Cooking. Irma S. Rombauer and Marion Becker. Bobbs-Merrill, 1975. 915p. \$16.95 0-02-604570-2
An extensive work (4,500 recipes), considered one of the best American cookbooks, Joy of Cooking provides quality recipes, step-by-step instructions, and excellent tips on food selection and preparation. Copies are needed in both the reference and circulating collections.
- V10. New Encyclopedia of Wines and Spirits. 4th ed. Alexis Lichine, in collaboration with William Field. Knopf, 1985. 733p. \$40 0-394-51781-4
The introduction contains material on history, cellars, wine making, wine serving, and viticulture. The main body, alphabetically arranged, covers wine production by geographical areas and lists vines, wines, aperitifs, and terms indigenous to each locality. This volume, considered the definitive work on the subject, provides international coverage.
- V11. New Larousse Gastronomique: The Encyclopedia of Food, Wine, and Cooking. Prosper Montagne, Charlotte Turgeon and Nina Froud, eds. Crown, 1977. \$35 0-517-53137-2
This is the American edition of a world famous cookbook, customized for use in American kitchens. There are over 8,500 international recipes and nearly 1,000 illustrations, many in color.
- V12. World Encyclopedia of Food. L. Patrick Coyle, Jr. Facts on File, 1982. 816p. \$40 0-87196-417-1
Some 4,000 entries identify and discuss where and how an item is eaten or drunk and describe its taste. Illustrations include over 400 line drawings or photographs, some in color. Most entries are for individual food items, but prepared foods, such as cheese, breads, sausages, and sauces, also are included.

Gardening

- V13. The Complete Handbook of Garden Plants. Michael Wright. Facts on File, 1984. 544p. \$18.95 0-87196-632-8
Some 9,000 species and varieties of garden plants are described and discussed in this comprehensive guide. Information includes soil needs, growing conditions, and proper care, supported by over 2,500 full-color illustrations, a glossary of terms, and an index.
- V14. Encyclopedia of Organic Gardening. By the staff of Organic Gardening magazine. Rodale, 1978. 1,148p. \$24.95 0-87857-225-2
Some 2,000 topics related to organic gardening are discussed—insect control, compost, companion planting, etc. There are entries for nearly 700 fruits, flowers, vegetables, and ornamentals, plus numerous illustrations.
- V15. Neil Sperry's Complete Guide to Texas Gardening. Neil Sperry. Taylor Pub. Co., 1982. 497p. \$24.95 0-87833-322-3
This outstanding work, by a well-known gardening authority, covers all aspects of Texas gardening from preparing the soil to selecting and planting and from routine care to solving plant problems. Heavily illustrated chapters focus on trees, shrubs, vines, ground cover, lawns, annuals, perennials, fruit and nut crops, and vegetable gardening. A must for all sizes of Texas libraries.
- Note: Landscaping with Native Texas Plants by Sally Wasowski and Julie E. Ryan. (Texas Monthly Press, 1985. 234p. \$23.95 0-87719-004-6) also is useful to Texas gardeners.
- V16. 10,000 Garden Questions Answered by 20 Experts. 4th ed. Marjorie J. Dietz. Doubleday, 1982. 1,507p. \$19.95 0-385-08509-X
This work answers most questions that amateur gardeners are likely to ask. Sixteen sections, each written by an expert, provide concise information on soils and fertilizers, landscaping and planning, ornamental plants, fruits, perennials, trees and shrubs, and much more. There is an extensive bibliography and an index.
- Note: Oxford Companion to Gardens, ed. by Patrick Goode and Michael Lancaster (Oxford University Press, 1986. 635p. \$45 0-19-866123-1) also is highly recommended.

Home Maintenance and Repair

- V17. The Home How-To Source Book. Mike McClintock.
Scribner's, 1984. 384p. \$25.95 0-684-18015-4;
\$14.95pa. 0-684-18015-6

Named an ALA Outstanding Reference Source of 1984, this work identifies over 1,000 useful sources of materials and other needs for home builders and renovators—suppliers, trade associations, government agencies, etc.

- V18. How Things Work in Your Home (and What to Do When They Don't). By the editors of Time-Life. Holt, Rinehart & Winston, 1985. 368p. \$19.95 0-03-003672-0

Those attempting their own home repairs will find this volume indispensable. Instructions are clearly written and supported by excellent illustrations and step-by-step diagrams.

- V19. Means Home Improvement Cost Guide. William D. Mahoney et al, eds. R.S. Means; distr. by Macmillan, 1985. 248p. \$24.95 0-911950-80-X

This unique volume, an LJ Outstanding Reference Book for 1985, gives cost estimates for 74 home-improvement projects—detailed construction costs, costs of different quality materials, hours of professional labor required for each phase of the work, and practical advice on the level of difficulty and possible problems involved for each project.

- V20. This Old House Guide to Building and Remodeling Materials. Bob Vila with Norm Abrams et al. Warner, 1986. \$16.95pa. 0-446-38246-9

Vila is a master builder and host of the popular PBS television series, *This Old House*. This work is designed to assist owners of new and old houses in making decisions on plumbing, flooring, wiring, etc.

Sewing

- V21. Dressmaking Explained: A to Z of Terms, Processes, Stitches. Ann Ladbury. Arco, 1985. 358p.
\$14.95pa. 0-668-06460-9

This dressmaker's dictionary provides detailed explanations of terms, processes, and stitches, most with illustrations. The alphabetical arrangement makes this a useful ready-reference tool.

- V22. Vogue Sewing. Harper & Row, 1982. 511p. \$24.95
0-06-015001-7

A complete how-to guide for the home seamstress, this volume covers sewing techniques, fabrics, tailoring, finishes, etc. Clear diagrams, color plates, a glossary, and index support the volume.

SUGGESTED PURCHASE PLAN— HOME LIFE AND SOCIAL CUSTOMS

Annual

Chase's Annual Events V4

Group 1

Anniversaries and Holidays V3
Consumer Protection Manual V5
Emily Post Etiquette V9
How Things Work in Your Home V18
Joy of Cooking V9
Neil Sperry's Complete Guide... V15
10,000 Garden Questions... V16

Group 2

Complete Handbook of Garden Plants V13
Means Home Improvement Cost Guide V19
Miss Manners Guide... V8
New Larousse Gastronomique V11
Reader's Digest Consumer Advice V6
Self-Help V2
Voque Sewing V22

Group 3

Dressmaking Explained V21
Encyclopedia of Organic Gardening V14
Home How-To Source Book V17
How-to V1
New Encyclopedia of Wines and Spirits V10
This Old House Guide to Building... V20
World Encyclopedia of Food V12

W. SPORTS AND RECREATION

Public libraries of all sizes need circulating books on individual sports and recreational activities, as well as a few reference books on these subjects. Sports reference questions may concern history, definitions of terms, biographical information on sports figures, or rules, but more frequently they are about statistics, records, or record holders. Numerous works which record these data are available for sports generally and on a wide range of individual sports. Representative ones have been selected for inclusion in this chapter. Librarians also are reminded that statistics, at least for the more popular sports, are included in almanacs; sports histories and basic rules are contained in general encyclopedias; and outstanding sports figures are covered in general biographical sources, such as Current Biography.

The only outdoor recreational activities included are camping, fishing, and horse racing, each represented by a single source. Reference books concerning board and card games are limited to a general source and one each for bridge and chess.

Sports

- W1. Guinness Sports Record Book. Sterling. Annual. 1986-87 ed., 228p. \$15.95 0-8069-6316-6
Each annual provides information on the latest records and record holders for some 100 major and minor sports engaged in by both men and women.
- W2. The Language of Sports. Tim Considine. Facts on File, 1982. 355p. \$17.95 0-87196-653-0
Accurate and detailed definitions of over 5,000 sports terms are grouped by sport or sports category--baseball, football, golf, water sports, track and field, Olympics, etc. There also is information on the origins of individual sports, teams, competitions, and awards and trophies. Indexed.
- W3. The Rule Book: An Authoritative, Up-to-date, Illustrated Guide to the Regulations, History and Objective of All Major Sports. The Diagram Group. St. Martin's, 1983. 430p. \$9.95 0-312-69576-4
Previously titled Rules of the Game (1974), this work contains rules and regulations for all major sports. It also contains diagrams and drawings of playing fields, equipment, and major features for each game.

Baseball

- W4. The Baseball Encyclopedia. 6th ed. Joseph L. Reichler, ed. Macmillan, 1985. 2,733p. \$36.95 0-02-601930-2
This complete record of major league baseball through the 1984 World Series includes player and pitcher registers, special achievements and awards, a chronological listing of team standings, team rosters, player records, play-off and World Series games. Virtually every record one might seek is contained in this large volume.
- W5. The Bill James Historical Baseball Abstracts. Bill James. Villard: Random, 1986. 619p. \$24.95 0-394-53713-0
This work, by a well-known statistics analyst, focuses on measures, averages, and comparisons. It also includes historical data, anecdotes, and rankings of players by positions and peak years.
- Note: Another baseball work of note is The Sports Encyclopedia: Baseball, 6th ed., by David S. Neft and Richard M. Cohen (St Martin's, 1985. \$27.50 0-312-75337-3; 14.95pa. 0-312-75336-5)

Football

- W6. The Official NFL Encyclopedia. 4th ed. Beau Riffenburgh. NAL, 1986. 544p. \$39.95 0-453-00524-1
Most libraries will need this comprehensive collection of data on the teams and players in the National Football League. For each team there is a season-by-season narrative on activities and accomplishments, as well as statistical data and information on coaches, player selection, most valuable player awards, etc. There also are lists of every player who has ever played in the three football leagues (giving school, team, and years), players drafted by the three leagues, and coaches.

Hockey

- W7. The Hockey Encyclopedia: The Complete Record of Professional Ice Hockey. Stan Fischler and Shirley Walton Fischler. Macmillan, 1983. 720p. \$24.95 0-02-538400-7
This work focuses on teams, players, and statistics for each year from 1917/18 through 1982/83. Everybody's Hockey Book by the same authors (Scribner's 1984. 384p. \$22.50 0-684-18022-7) is

a readable account of the game which also contains statistical data and information on teams and players.

Soccer

- W8. Everybody's Soccer Book. Gary Rosenthal. Scribner's, 1981. 354p. \$19.95 0-684-17295-X
Soccer history, U.S. and Canadian soccer, World Cup competition, NCAA rules, and a glossary of terms comprise this volume. There also is information on skills and play tactics.

Outdoor Recreation

Camping

- W9. Campground and Trailer Park Directory: United States, Canada, Mexico. Rand McNally, 1984 to date. Annual. 1986 ed., \$13.95pa. 0-528-84931-1
Basic information—size, elevation, facilities, and activities available—is provided for each campground and trailer park. This work continued Rand McNally Campground & Trailer Park Guide (1971-1983).

Hunting

- W10. The Hunter's Field Guide to Game Birds and Animals of North America. Robert Elman. Knopf, 1982. 655p. \$12.95 0-394-71260-9
The 9 sections of this guide are devoted to a particular game bird or animal—upland birds, ducks, geese, swans, shore and marsh birds, small game, deer, medium game, and big game. For each bird or animal there is information about the life, habitat, breeding, food, signs, tracks, and other information of interest to the hunter.

Horse Racing

- W11. Ainslie's Complete Guide to Thoroughbred Racing. Tom Ainslie, ed. Simon & Schuster, 1986. 384p. \$18.95 0-671-62414-8
This guide provides information on horses, riders, breeders, owners, trainers, statistics, and records, as well as on tracks, betting on- and off-track, and other useful information for those interested in horse racing.

Board and Card Games

- W12. Hoyle's Rules of Games. 2d ed. Albert H. Morehead and Geoffrey Mott-Smith. NAL, 1983. 548p. \$6.95pa. 0-452-25444-2

Almost every indoor game played today is included in this standard work. For each game there is a description, rules, and suggested strategies.

Note: Scame's Encyclopedia of Card Games (Harper & Row, 1983. 448p. \$11.50pa. 0-06-091052-6) is a similar source for card games only.

Bridge

- W13. The Official Encyclopedia of Bridge. 4th ed. Newly rev. by the American Contract Bridge League. Crown, 1984. \$27.92 0-517-55272-8
An alphabetically arranged section covers terms, techniques and strategies, historical information, and other data on bridge. Additional sections contain biographies of famous players and tournament results.

Note: Goren's Bridge Complete by Charles H. Goren (Doubleday, 1981. 736p. \$16.95 0-385-17441-1) is useful both for beginners and advance players.

Chess

- W14. The Oxford Companion of Chess. David Hooper and Kenneth Whyld. Oxford University Press, 1984. 407p. \$29.95 0-19-217540-8
Almost 2,000 alphabetically-arranged entries provide information on people, games, openings or variations, terms, strategies, and history of chess. Illustrations include photographs of players, pieces, and board layouts. The Appendix contains a glossary of chess terms in six languages and named openings tabulated by moves and cross-referenced to entries in the text. This is an outstanding compilation which supplants former standard tools such as Encyclopedia of Chess by Anne Sunnucks (St. Martin's, 1976).

SUGGESTED PURCHASE PLAN-SPORTS AND RECREATION

Annual

Campground and Trailer Park Directory W9

Guinness Sports Record Book W1

Group 1

Baseball Encyclopedia W4

Hoyle's Rules of Games W12

Language of Sports W2

Official NFL Encyclopedia W6

The Rule Book W3

Group 2

The Bill James Historical Baseball Abstracts W5

Everybody's Soccer Book W8

Official Encyclopedia of Bridge W13

Oxford Companion of Chess W14

Group 3

Ainslie's Complete Guide to Thoroughbred Racing W11

Hockey Encyclopedia W7

Hunter's Field Guide to Game Birds and Animals... W10

Section II: Reference Services

Planning and Managing Reference Services

Most libraries, regardless of size of resources, provide reference services. Even the smallest library, therefore, must operate according to a plan. Who will be served by the reference staff? What services will be offered? Where will the service be located? These and other such matters are management decisions which constitute the subject of this essay.

In this context, management is defined as the library director or whoever makes decisions on library policies and practices. The tactful director, of course, will consult others--the head of reference, the reference staff, other staff members, and/or the library board--about such decisions. In many instances, policies and procedures are set by the head of reference, but always with the knowledge and approval of top management.

Whom will the reference staff serve? The answer to this question affects the philosophy of service, collection development, staffing, and other matters. The library, of course, must serve walk-in patrons, but will it answer telephone requests? Are children served at the reference desk? Will the reference or children's staff serve adults seeking information for children?

Most public libraries provide some level of telephone reference service. In the small or medium-sized library the reference desk handles such questions. Answering calls while helping other patrons is disruptive and may annoy those waiting for service. Persons in the library usually have first claim on the librarian's attention. It is wise therefore to hold calls during busy times. Telephones may be equipped to ring elsewhere in the library or with a recorded message such as: "The librarian is busy or away from the desk. Please call back or leave your name and number. The librarian will return your call as soon as possible." Management also should decide what types of questions are appropriate for answering over the telephone. A given library may decide that only brief definitions and explanatory statements will be read via the telephone. Libraries may require patrons to come to the library for medical, legal, or consumer information or that students appear in person when they need help with school assignments.

Many libraries now serve children at the reference desk, as well as adults who seek information for them. School assignments have become so sophisticated that often they cannot be answered in reference books designed for children. If reference librarians provide these services, they must learn how to assist younger users. They also

should coordinate their efforts with those of the children's department and local school libraries.

Will reference librarians provide reader's advisory services? If not who will assist patrons who seek a good historical novel set in Colonial America or a popular biography of Thomas Jefferson? These are not reference questions, but to answer them, they do require the assistance of a knowledgeable, well-read person who knows the collection. In the small library which does not have an adult-services librarian, advising readers may devolve upon the reference librarian.

What type of library-use instruction will the library provide? The reference staff, of course, will instruct individuals at time of need. Will it offer group instruction for students or adults?

Some public librarians still consider group instruction to be the exclusive function of school and academic libraries, but more and more now offer classes, lectures on library use, or term-paper clinics, which provide step-by-step instruction in all aspects of collecting material for an essay. School assignments often require the heavy use of reference collections, thereby impelling public librarians to assist in training independent library users. Group instruction requires time and effort in preparation, but in the long run, the knowledge patrons gain will save the librarian time in assisting them. Public librarians often visit local schools to describe their library facilities and sources. This type of outreach offers an excellent opportunity for cooperation with educational institutions. Adult patrons often are receptive to library-use instruction and find that such classes open up many new avenues for them in seeking information. Instruction for adults usually focuses on meeting personal needs, while student instruction addresses classroom needs.

Public libraries which are members of one of the ten Texas library systems may participate in an interlibrary loan network. The extent to which a given library uses this service is a local management decision. Some librarians routinely suggest interlibrary borrowing, when the local collection proves inadequate. Some monitor interlibrary loan requests and use them as a guide to filling gaps in their own collection. Most utilize inter-library loan as an additional tool to meet the needs of their patrons.

Some organizational questions are complicated by building designs and crowded conditions. Where should the reference desk be located? It should be visible, clearly labeled, and as close as possible to the reference collection, other information sources, and the

library catalog. Some larger libraries maintain an information desk, for directing users to the proper area, and a reference desk, which provides in-depth services. Most small and medium-sized libraries, however, staff only one service point—a desk or counter—which should be both functional and approachable by even the most timid user. When space and floor plan permit, tables for users should not be positioned within hearing distance of the reference desk. Patrons are less likely to discuss their needs openly when others can overhear. Patrons at nearby tables also may be disturbed by reference desk conversations and activities.

Management, or the department head, should decide what activities at the reference desk are appropriate during slack times. Mindful that the desk attendant's primary responsibility is to serve the public, activities which require concentration should be avoided, since patrons usually will not disturb a librarian engrossed in work. To be shunned, too, are functions which create clutter, and give the desk the appearance of a work station.

When and by whom should the reference desk be staffed? Will reference professionals cover the center all of the time or only at certain hours? Could support personnel staff the desk during slack periods? Will reference services be available at all hours the library is open? All libraries wish to provide quality service, but few can afford the luxury of adequate staffing. If the support staff serve at the reference desk, they should receive training. Are support staff to limit the types of assistance they may give? If so, they need clear guidelines. If services are unavailable at certain times, a sign at the desk should tell the patron when to return or direct him or her to another service point.

Competent professionals are an obvious need in all libraries. Without proper funding, however, trained personnel cannot be obtained. Small libraries often are staffed by persons lacking formal library education. For them, the Texas library systems offer workshops, basic skills institutes, and other types of training. Professionals, too, should attend conferences and continuing-education activities to update their expertise. Management, through monetary support and released time, should encourage such periodic upgrading.

Each librarian, of course, is expected to keep abreast of new developments in the field through reading current literature. To foster this private study, libraries should subscribe to standard journals which contain articles and reviews on library services and materials.

Recommended journals which contain articles on reference services are: RQ, Reference Services Review, and Reference Librarian. American Libraries and Library Journal also include occasional articles on reference services. Journals which include reviews of reference materials are: Reference Books Bulletin (a separate periodical included in issues of Booklist), RQ, Reference Services Review, Library Journal, and Wilson Library Bulletin. Standard books or reference services, such as those listed for further reading at the ends of these essays, also should be purchased.

Reference services which satisfy the needs of the community do not just happen, but result from thoughtful planning. Preparing written reference policies and procedures manual, a primary responsibility of reference management, is an important part of the planning process. Such a manual is essential for staff training and daily referral, as well as a record for future personnel. Another essay in this section, "Reference Services Policy Manuals," provides further discussion on the topic. Two other essays, "Levels of Service" and "Problem Patrons and Special Situations," also discuss policies and procedures.

Further readings:

- "A Commitment to Information Services: Developmental Guidelines." RQ 18(Spring 1979): 275-78.
- King, Geraldine. Reference Services in the Small Library. Library Administration and Management Association. American Library Association, 1985. Small Libraries Publication No. 12.
- Katz, William A. Introduction to Reference Work, Vol. II: Reference Services and Reference Processes. 5th ed. McGraw-Hill, 1987.

The Reference Services Policy Manual*

How many libraries have policy manuals for their reference services? Formal surveys and informal inquiries indicate that objectives and guidelines for providing information services are rare, except in large libraries with several public service units. All libraries which provide reference assistance, however, should have a statement of objectives, a description of the levels and types of services offered, and guideline to aid personnel. The reference department objectives, of course, should support the library's mission statement and overall goals. A separate document which addresses reference objectives and procedures, however, is essential to good management. Those who provide the services should have a clear concept of what they are attempting to accomplish; guidelines are needed to insure a uniform standard for services and to give directions for handling unusual or emergency matters.

Librarians developing a manual should obtain copies of "A Commitment to Information Services: Developmental Guidelines," prepared by the American Library Association, Reference and Adult Services Division, Standards Committee, in 1976, which includes a useful section on Ethics of Services, drafted in 1979.¹ They also should use the "Draft Outline of Information Service Policy Manual," adopted by RASD in 1976,² and obtain copies of manuals prepared by other libraries.³ Articles and other materials which have appeared in recent years also would be helpful.⁴

A statement of reference objectives, an appropriate introduction to the manual, should state clearly what the department intends to do; general statements are of little value.⁵ The prologue, moreover, should explain the purpose of the manual, which usually is to insure consistency in whatever services are provided and to serve as a guide in handling unusual circumstances. The manual is also useful in orienting new staff members and in explaining services and policies to library users.

Types of services should be enumerated; e.g., instructions to patrons on how to use the catalog, indexing and abstracting services and other types of tools, and how to do a literature search. If orientation and instruction for groups are available on a formal basis, these services should be stated. Other services should include those provided by telephone, in answer to correspondence, or through interlibrary loan. There should be specific mention of services likely to be requested which are not offered, e.g., preparation of

bibliographies. (Many libraries do prepare bibliographies for their users on request, but others do so on a highly selective basis or not at all.)

Categories of users served should be identified, as well as statements concerning those not served, if there are such groups. Most libraries provide routine services to persons outside their areas of responsibility, such as non-residents for public libraries, but they may place restrictions on answering time-consuming inquiries or requests for special services.

A section on desk policies and instructions should include routine guidelines for desk duty, an explanation of what levels of service the library provides, and guidance in handling special requests or problem situations. It is advisable to address staff behavior, if only to serve as a reminder of fundamentals: maintaining an approachable attitude, showing tact and sensitivity in communicating with users, conducting an interview adequate to determine the need, and approaching users who do not ask for help but appear to need assistance. Suggestions for handling the desk during high-use periods, listing appropriate activities for low-use periods, and such matters as having to leave the desk for a prolonged period, all should be covered. For use by those on desk duty at a later time, there should be instructions for recording answers to recurring or difficult questions or about material held for patrons. There also should be procedures for serving a person who requires extensive assistance. Problem areas, too, should be addressed—providing assistance on school assignments; assisting parents who request materials for a child's school work; interpreting legal, medical, or financial information; recommending a product or a service; appraising books or antiques; assisting with genealogical research; or helping patrons with contest questions, cross-word puzzles, etc. Guidelines for assisting disabled users and procedures for making referrals to outside agencies or other libraries should be included.

There should be established routines for handling complaints. Most libraries require that certain types of complaints be referred to a higher level, but that even those handled routinely should be reported. Those who deal directly with the public experience a wide range of patron behavior. The majority of library users are friendly and appreciative of the assistance provided, or at least they deal with the staff in a businesslike manner. There are occasions, however, when librarians encounter rude, difficult, demanding, abusive, or even neurotic persons, who usually are

referred to as "problem patrons." Problem people and situations often are discussed in staff meetings. They are the subject of continuing-education activities as well, but guidelines for handling each type should be included in the reference manual. Since there may be city or university rules for resolving problem situations, consultation with outside authorities may be required in drafting such guidelines.

Emergency procedures concern the entire library and may be addressed in a separate manual. If not covered elsewhere, guidelines for handling these unusual situations are appropriate for the reference services policy manual, since it is often the public services librarian who must deal immediately with the situation. What does one do when a patron becomes seriously ill or falls and sustains injury? How does one proceed when there is a power failure at night and the library is filled with patrons? How does one handle a sex offense--a flasher, a peeper, a toucher, or one who makes verbal advances toward a child or adult? What does one do for the victim in such circumstances? Again, there may be city or university procedures which must be followed in emergency situations. Calling an ambulance directly rather than going through proper channels to do so may result in the librarian's being financially responsible for the service. We cannot be prepared for every emergency, but it is the responsibility of the library's administration to see that the staff is protected or advised by such guidelines.

There should be guidelines for all special services offered; e.g., telephone reference service. The reference department must determine the types of questions which will not be answered or other limitations placed on the service. Some libraries, for example, do not read material that is longer than a brief paragraph or answer queries about medical, legal, or consumer matters, or answer questions using the city directory. Procedures also should be established for handling calls received at busy times. Other services which may require guidelines include interlibrary loans, queries through the mail, computer-based information services, and library orientation and instructions.

If statistical data is recorded for use in reviewing the services and in preparing annual reports, guidelines must be established. Most libraries record statistics for the different types of queries asked and whether or not an answer was found. They also compile data about special activities such as online computer searches or orientation tours. The importance of accuracy and consistency in recording statistics is obvious, but a reminder in the manual still is appropriate.

Who is responsible for compiling the reference services manual? It may be prepared by the department head, a staff member in cooperation with others, or as a departmental project. Much of the content may exist in memoranda or as word-of-mouth policy, but the process of compiling a manual usually reveals the fact that staff members often make judgement decisions, since no policy exists on many issues. Judgement decisions must always be made and are a part of professional responsibilities, but they also could result in inconsistencies in services provided. Decisions on policy frequently must be made at the top administrative level; all policy, of course, must meet with administrative approval.

Manuals of objectives, policy and procedure do not remain static, for new situations continue to arise and often result in the amendment or abolition of old statements. A plan for review and revision should conclude the manual. It is a working document which reflects the philosophy of service and the procedures used to accomplish the objectives of the department. Its compilation, revision, and continued use are essential to good management.

1. RQ 18(Spring 1979): 275-278.
2. Available from ALA, RASD and published in RQ 12(Spring 1972): 225-226.
3. Available from RASD through interlibrary loan.
4. Alice Driscoll, "Back to Square One: The Writing of a Reference Policy Statement and Procedures Manual," Southeastern Librarian 31(Fall 1981): 109-12; Janet Easley, "Reference Service Policies," Reference Services Review 13(Summer 1985): 79-82; Reference and Online Services Handbook: Guidelines, Policies and Procedures for Libraries, ed. by Bill Katz and Ann Clifford, Neal-Schuman, 1984.
5. Charles A Bunge, "Planning, Goals, and Objectives for the Reference Department," RQ 23(Spring 1984): 306-315, is a useful aid in writing objectives.

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Reference Collection Development

For more than two decades, the library profession has emphasized the importance of collection development policies. Numerous programs, workshops, and articles have urged libraries of all types and sizes to draft policies and procedures on this important function. Most such statements mention the reference collection and affirm that principles set forth for the library as a whole also apply to this area. But developing the reference collection evokes enough unique problems to justify a closer look at questions which may arise.

Who should select reference materials? The answer is obvious: reference librarians who know best what is required. Reference selection, of course, does not occur in a vacuum, but usually is coordinated with other acquisitions. If circulating books and other materials are chosen to meet a certain need, reference works in this area also may be required. The periodicals subscription list is related closely to reference work, since indexing and abstracting services provide access to serials. Government documents, pamphlets, and other informational publications which support reference services also must be considered when selecting the reference collection. Patrons, too, should have a voice. A user may request the library to purchase a Vietnamese-English language dictionary or suggest the reference books on astronomy should be updated. The librarian should provide means by which users may indicate their special needs.

Which subject areas should be emphasized? What can be covered adequately by one or two basic tools? One library may experience demands in area studies (current political, economic, social, and cultural information on foreign countries), but seldom receive queries on psychology. Another may be heavily used by students seeking literary criticism, but have few requests about music. Keeping a record for several weeks of the number of questions per subject area provides reliable data for policy decisions about subject emphasis. Demands, however, tend to change; what is popular one year may not be the next. Thus, the problem of collection emphasis is ongoing and variable.

What size collection should a given library hold? The answer to this question reminds one of Abraham Lincoln's reply, when asked how long a man's legs should be: "Long enough to touch the ground." The library's reference collection should be large enough to meet most of the demands made of it. No library, regardless of size, holds the answer to all questions. If the

collection frequently is inadequate, however, it should be enlarged, at least in apparent areas of weakness. There are no national, regional, nor state standards which prescribe the size of the reference collection, but one which remains useful, if outdated, is the 1970 British standard of 200 reference volumes per 1,000 population served.¹ Numbers are meaningless, however, if the collection does not meet the needs or the materials are out of date. The reference department should hold a working collection, tailored to meet current demands. Materials added should be carefully selected from reference works recommended by this and other standard guides and the review media. Outdated works should be weeded on a regular basis (See essay "Weeding the Reference Collection"). Every library should have a core collection, supplemented by additional works to meet known and anticipated needs.²

Should the library have a separate reference budget or should it purchase such books from the general fund? If the latter approach is used, a reference work is charged to the nonfiction budget which it concerns; e.g., an encyclopedia of baseball to sport. It is preferable, however, for the reference department to have its own funds, lest its needs be subordinated to other interests. Reference works usually cost more than circulating materials (current average is \$40 per volume for reference books); sets often are very expensive. A separate fund allows the reference librarian to make long-range plans; e.g., purchase one set of encyclopedias this year and another next. If the reference budget is separate, it is more likely to assure proper updating and growth of the reference collection.

What percentage of the materials budget should be set aside for reference? Again, there is no accepted standard which addresses the issue, since recent standards are qualitative, not quantitative. At least 10-15 percent seems a reasonable allocation, unless the reference collection requires extensive upgrading.

As a rule, only those works which meet the conventional definition of a reference book are placed in that designated collection. Exceptions are local history works which answer frequently asked questions. (Any such work placed in the reference collection, which otherwise would circulate, should be a duplicate, not the only copy.) An accepted definition of a reference book is a work on a subject or group of related subjects compiled in a format which facilitates ease in use—an encyclopedia, dictionary, handbook, etc.—or access tools such as an index to periodicals. Libraries often place an expensive book or set in the reference

collection in order to prevent its circulation. This is an unacceptable practice. A non-circulating status can be given any book without placing it in the reference department. Reference books are made noncirculating in order to assure their availability for answering questions, not to protect them.

This handbook is designed, at least in part, to assist libraries in building their reference collections. It is arranged by types of sources--guides and bibliographies; general works broken down by types, such as almanacs--or by specific field. The subject chapters usually are arranged by general sources for the field and then by narrower field within the field or types of sources. A suggested purchase plan concludes each chapter. These plans are suggestions only. The selector's primary objective is to choose reliable reference tools which satisfy the needs of the library's clientele. If this handbook does not identify a needed reference work, consult other guides: Reference Sources for Small and Medium-sized Libraries (A1), Texas Reference Sources (A2), the last several years of American Reference Books Annual (N. following A2) current reviews in Reference Books Bulletin (A3), Wilson Library Bulletin (A4), or other reliable review media (N. following A4). The purpose of reference services is to answer questions, a well-balanced collection is necessary to implementing this function.

1. "Standards for Reference Services in Public Libraries," Library Association Record 2(1970): 53-57.
2. See Selecting and Using a Core Reference Collection by Margaret Irby Nichols (Texas State Library, 1986).

Weeding the Reference Collection*

Recent library literature gives adequate coverage to weeding general holdings, but neglects the reference collection, especially in public libraries. There are several well-known books¹ and numerous journal articles which discuss research and weeding practices. Books on collection development also address the subject of weeding and present convincing evidence that the process is an essential indirect service. The practice not only saves space in crowded areas, but also makes the library more attractive, when faded and worn materials are removed. The disposal of outdated works also enhances the library's reputation as a source of current and reliable information. These works, however, focus on the entire collection, devoting scant attention to the special problems of weeding reference materials. Seldom do books and articles provide advice on how long to retain almanacs or when and how to dispose of older sets of encyclopedias.²

A quality reference collection of authoritative and current works, selected to meet the information needs of the library's users, is necessary to provide effective service. Selection should be based on a written reference-collection-development policy, either as a subsection of general guidelines or as a separate entity. In addition to setting criteria for depth of coverage and selection, the policy also should indicate when to retire outdated reference materials. This may involve retention for a stated period of time, storage, removal to the circulating collection, or discard. Since different kinds of reference tools present a variety of problems, this essay focuses on suggestions for the development of weeding policies by source types. It should be noted, however, that each library has its own individual needs, which must be considered in making policy decisions.

Most libraries rotate the replacement of encyclopedias in order to have a reasonably current set at all times. Individual titles should be replaced with a new edition every 5-6 years. (Encyclopedia yearbooks usually provide excellent coverage of major events and scientific progress, but do not substantially update the parent set.) Outmoded sets may be circulated, but only if they are clearly labeled as containing some dated materials. An article on refrigeration in a ten-year-old volume, e.g., is misleading, if not largely inaccurate. A printed or stamped message, stating that contents should be used with caution, since it may be obsolete, should be affixed to the covers and displayed

elsewhere in each volume. The same treatment should be given other works removed from the reference collection and placed in circulation. It should be noted that the 9th and 11th editions of *Encyclopedia Britannica*, published respectively in 1889 and 1910-11, are classics which, despite their age, usually are retained in a rare book or restricted area.

Almanacs and yearbooks rarely are required after two years, since their use is primarily for the latest statistics, award winners, office holders, etc., but it is wise to keep older editions for at least five years. Holding several decades of the *World Almanac* or *Statistical Abstracts of the United States* serves no purpose for the small or medium-sized library. Historical data can be obtained from a large repository, if there is a need. Because of historical data, the *Texas Almanac* is useful over a longer period of time. Issues often include special features not contained in later volumes, e.g., pronunciation of Texas geographic names in the 1984-85 edition.

Never discard an unabridged dictionary, unless it is too worn for use and can be replaced by the same edition. Desk-type works are useful in circulation, when a later edition is acquired. Language, of course, changes constantly; thus the library must acquire new editions of standard works. Since most dictionary publishers use a continuous-revision policy, the most recent printing always should be bought. Specialized dictionaries, i.e., those for slang, synonyms and antonyms, and abbreviations and acronyms, also should be kept current. Older editions, however, should be retained, at least as circulating copies.

Most general biographical dictionaries are never discarded. If shelf space is limited in the active collection for older volumes of continuations such as *Who's Who in America*, storage becomes an option for libraries fortunate enough to have such a facility. New editions of works such as *Webster's Biographical Dictionary* normally supersede the earlier volume, which can be discarded or placed in circulation. The same rule can be applied to any reference work which is replaced by a later edition.

Directories, used for their current data, usually are discarded when a new one arrives. If space permits, they should be retained for three or four years. If the staff is uncertain about discard decisions, recording usage of older continuations is helpful in making policy. City directories, however, are an exception: they (along with all other works pertaining to local

history and geography) should be kept indefinitely and often are on library want lists, if files are incomplete. Publicize the library's needs in the hope that community residents will donate copies found in private collections.

Since political boundaries and place names change frequently, atlases should be replaced on a regular basis. Most standard works published in the United States are revised about every five years. Older editions, however, continue to have value for historians of the recent past. Separate retention is recommended, since most library patrons do not check copyright data and assume any work on library shelves to be accurate. Road atlases and other inexpensive works can safely be discarded when no longer current.

Subject dictionaries, handbooks, and other reference works on the humanities (art, music, literature, religion, etc.) should be retained indefinitely, but supplemented by newer works. Discard reference tools in the social sciences after ten to fifteen years, or when they manifest outdated theories and practices. Exceptions are Encyclopedia of the Social Sciences and its counterpart International Encyclopedia of the Social Sciences, since both contain significant historical data. Most reference works in science become dated in five years and should be discarded, but titles on botany and natural history are retained for longer periods. Needless to say, any volume found to be inaccurate should be weeded.

Indexes to periodicals are kept so long as the library holds the materials they support. If a small library discards periodicals after five years, it need not retain indefinitely the Abridged Readers' Guide to Periodical Literature, unless it is used for reference in borrowing through interlibrary loan. Older editions of Granger's Index to Poetry should be kept, if they cite out-of-print collections still held by the library, which usually is the case. Bartlett's Familiar Quotations, in itself an index, also is not replaced by a newer edition. Each revision adds quotations, but deletes others.

Weeding is a problem primarily for small and medium-sized libraries. Large libraries discard few reference works, since historical materials may have research value for the scholar; moreover, large systems usually maintain storage facilities to hold older works for recall when needed. Smaller libraries which rely on a working collection to provide reference services must develop a procedure for maintaining a reliable reference library. Policies must be carefully drafted by personnel who know the information needs of the

library's users, and guidelines should be frequently reviewed. The systematic removal of that which is obsolete or inaccurate is an essential process for maintaining an effective reference collection.

1. Two standard works on the topic are: Stanley J. Sote, Weeding Library Collection--II (Littleton, Colo: Libraries Unlimited, 1982); and Joseph P. Segal, Evaluating and Weeding Collections in Small and Medium-sized Public Libraries: The CREW Method (Chicago: American Library Association, 1980. Also published as the The CREW Manual, Texas State Library, 1976).

2. An exception to this statement is William A. Katz, Introduction to Reference Work, Vol. I, Basic Information Sources (New York: McGraw-Hill Book Co., 1982), pp. 58-60; Katz includes a short discussion on weeding reference collections and provides general criteria and suggestions for developing a weeding policy. Two articles which address weeding in the academic library's reference collection are: Eugene A. Engeldinger, "Weeding of Academic Library Reference Collections: A Survey of Current Practice," RQ, 25:366-271 (Spring 1986); and Kathleen Coleman and Pauline Dickinson, "Drafting a Reference Collection Policy," College & Research Libraries, 38:227-33 (May 1977).

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Levels of Reference Service

How much assistance should a library's patron receive? Should the librarian merely suggest possible sources or assist the user in finding the information? Should the librarian provide answers, or at least the sources that contain them? Service philosophy may differ from one library to another or even from one librarian to another.

For almost sixty years, or at least since the publication of James I. Wyer's pioneer textbook on reference work, the literature has described three levels of service: conservative or minimum, moderate or middling, liberal or maximum.¹ Minimum service may be defined as helping the patron to help himself or herself. The librarian directs the user to a section of the library or a specific work, but does not join in the search. If moderate service is provided, the librarian not only suggests specific tools, but also instructs the patron in their use. This usually means that the librarian assists in the search until the patron appears able to function alone. The librarian may return to check on the user's progress or to determine if further help is required. To render maximum service means that the librarian does the search and finds the appropriate material or answer. Few libraries, of course, limit their service to any one level.

One librarian may see his or her role as that of a teacher who is attempting to guide the patron until he becomes an independent library user. Another may believe he or she should help the helpless, but give directions only to those who are more capable or experienced. Some give maximum service, because they have little faith in the patron's ability. In most cases, however, the librarian gives regular patrons suggestions about where to look for data, but may guide the less experienced through the search. For others, who seem incapable of conducting an independent investigation, the librarian provides sources or answers to fact-type queries.

Inconsistencies and confusion are the inevitable results of a dual philosophy. The librarian may assume incorrectly that a given user can do his or her own search. If the suggested source does not bear fruit, the patron may leave the library without an answer and feel resentment over lack of service. The patron may have seen others receive help and wonder why it was not forthcoming in his case. Why does one librarian provide maximum service, while another assists with the search, but does not provide answers? Why does the telephone

inquirer receive a fact-type answer while the one who is there in person does not get the same service?

Time of day, the demands of the moment, the librarian's mood, all affect the level of service. Even those who normally provide moderate service may find it difficult to do so a few minutes before shift change or closing time. Giving maximum help to everyone during a rush period would be frustrating to those waiting to be served. The librarian usually staggers service to users, giving each a start with assurance of additional help later. Busy times also frustrate the librarian who prefers to complete one transaction before turning to the next. Most librarians provide better assistance on days when they feel well or have not had to contend with problem patrons. Those who work with the public usually encounter rude, demanding, and/or disturbed persons on a daily basis. It also is difficult, if not impossible, to provide the same quality of service to the problem patron as to the person who treats the librarian with courtesy and shows appreciation.

Is moderate service to be the norm, with other levels provided when the situation warrants more or less involvement? That appears to be the most practical approach for small and medium-sized libraries. Many librarians acknowledge that most patrons require more than minimum aid. To the average user, even the smallest library is complex. Most patrons need assistance beyond mere suggestions of where information may be found. To give the user assistance in determining proper tools, as well as instructions in their use, is a necessity for most reference patrons. The librarian also should leave the patron with the assurance that further help will be provided if there are difficulties. "Let me know if you run into problems," is reassuring to the inexperienced user and expresses the librarians interest in satisfying the need.

The level of reference service the staff hopes to provide should be stated as an objective in the policy manual, which is discussed in another essay, "The Reference Services Policy Manual." The process of determining the library's philosophy of service is beneficial to the library as a whole and should involve the library director and other key personnel, and, in some cases, the library board. Involving the latter group makes its members more aware of the library's role in the community and of personnel needs to carry out its objectives. An honest exchange of ideas, philosophies, and differences, followed by a consensus, will create unity of purpose and strengthen convictions. A clearly stated service objective also tends to assure consistency in providing services and improves staff

morale. Job satisfaction is important to any employee, and reference librarians who clearly understand what is expected of them are likely to feel more secure in their work.

The reputation of the library depends largely on the quality of its reference service. Patrons who receive helpful assistance at the reference desk usually will recommend the library to others and support it during a financial crisis or bond election. Every library, therefore, should give serious consideration to its philosophy of service by setting standards toward which its staff may strive.

1. James I. Wyer. Reference Work: A Textbook for Students of Library Work and Librarians. American Library Association, 1930.

Further readings:

Bunge, Charles A. "Planning Goals, and Objectives for the Reference Department." RQ 23(Spring 1984): 306-315.

Katz, William. Introduction to Reference Work. Vol. 2: Reference Services and Reference Processes. 5th ed. McGraw-Hill, 1987. pp.52-54.

Rettig, James. "A Theoretical Model and Definitions of the Reference Process." RQ 18 (Fall 1978): 19-29.

The Reference Interview

Reference service is defined as the personal assistance a librarian gives users who need information. To provide help, the librarian must determine what the patron wants to know. This dialogue between the user and the librarian is called the reference interview.

Conducting a successful interview is essential to providing good reference service. All questions asked at the reference desk, however, do not require an interview. Since the desk is accessible and staffed by a library employee, patrons often ask directional questions: "Where is the photocopier?" or "Where is the catalog?" Many queries are ready-reference questions, asked in a straightforward manner: "What is the address of the American Cancer Society?" or "How do you spell Dostoyevsky?" Other requests, however, require clarification. The user may ask a general question when specific data are sought, or the type or amount of information may not be stated. The question may be so poorly phrased that the librarian does not understand what is needed. Under these circumstances, the librarian must discuss the need with the patron before help can be given.

The general question or poorly phrased request often occurs when the patron is an inexperienced library user. The general public does not understand the role of the reference librarian and often is unsure whether it is appropriate to ask for assistance. The user may be selfconscious about his/her lack of library skills and believe that asking for help is an admission of ignorance. Some fear the librarian will consider their question too simple and a waste of time, while others may lack faith in the librarian's ability to locate an answer. These and other factors may complicate communication between librarian and user.

The first step toward a successful interview is to make the patron feel comfortable. A smile, eye contact, and a pleasant demeanor, all positive body-language signals, usually put the user at ease. If the librarian is approachable and appears willing to provide assistance, the patron is more likely to respond openly to questions asked.

The librarian should ask open questions which encourage the patron to discuss the need. "Would you mind telling me about your project?" is more likely to solicit needed information than, "Are you writing a term paper?" The latter is a closed question which can be answered "yes"

or "no." Open questions facilitate the dialogue. A two-part question may help the user to see that there are different aspects of the query which could be pursued: "Are you looking for information on the treatment of high blood pressure or do you want an explanation of the disease?" The librarian continues to ask questions until he/she understands the patron's problem.

Other information, moreover, may be required; e.g., some users may have a preconceived notion about the type of material they want. Some prefer books that may be checked out, while others want periodical articles which may be photocopied. The request, of course, may not be answerable in the preferred format. The amount and level of material may be an important factor. One user may prefer one good source which provides in-depth treatment of the topic; another may seek a body of material which includes varying viewpoints. School assignments may require designated types of material and a minimum number of sources. If interlibrary loan is required, the librarian will need to know when the information is needed. To have a successful interview, one must ask these and other relevant questions in a tactful, friendly manner.

Attentive listening also is important to the successful interview. The librarian who lacks a knowledge of basic listening skills should make a conscious effort to learn them. A good listener tries to ignore distractions and listens for specifics, such as key words and meaningful details. Interrupting the user before he or she has finished or jumping to conclusions about the request are faults often displayed by reference librarians. Even during rushed periods, time is saved when the librarian permits the user to discuss the need.

Paraphrasing or summarizing the request is a useful technique which not only indicates the librarian's understanding of the problem, but reveals misunderstandings, if they should occur. Librarians often write down terms, key words, or names, making sure of correct spellings, before the search begins. Attention to detail is reassuring to the user, since it conveys interest in the project.

The reference setting may hinder the interview. A patron is less likely to speak freely, especially if the need is personal or sensitive, when other library users can overhear the conversation. Think of ways to provide more privacy. Rearranging the furniture may help to solve the problem. To walk the patron toward the catalog or stack area while discussing the need may help to provide privacy.

Since a successful interview is essential to good reference service, it is imperative that librarians develop effective skills. Attending workshops, training sessions, and conferences, reading the literature, and observing successful reference librarians, all are helpful in learning and refining such techniques. An inadequate interview is frustrating to the library user and creates an obstacle to good service.

Further readings:

- Jennerich, Elaine Z. and Edward J. Jennerich. The Reference Interview As a Creative Art. Libraries Unlimited, 1987.
- Katz, William. Introduction to Reference Work. Vol. 2: Reference Services and Reference Processes. 5th ed. McGraw-Hill, 1987. pp.44-52.
- Mathews, Anne J. Communication! A Librarians Guide to Interpersonal Relations. American Library Association, 1983. pp.1-29.

Answering Reference Questions

Answering reference questions is problem solving. The patron makes an inquiry, and the librarian, having clarified it through an interview (see essay "The Reference Interview"), attempts to solve the problem. The search strategy, as Katz explains, "is tantamount to making a hypothesis and then testing its validity through the search."¹ If the first attempt fails, the investigator decides which source to try next and continues this procedure until he finds the answer or abandons the search.

Many queries have obvious solutions. The experienced librarian, for example, knows that Statistical Abstracts gives the average annual income of farm workers, that Texas Almanac provides a brief history of the Republic of Texas, and that the Encyclopedia Americana probably will contain a plot summary of *The Count of Monte Cristo*, as it does for most literary classics. Not all questions, however, have easy solutions; a difficult search may require a careful analysis, further discussion with the patron, and/or consultation with a colleague. By obtaining further information about the problem, the librarian may learn of a date, proper noun, term, synonym, or other data fragment which will give the search a new direction or simplify the problem. The patron does not withhold information just to be secretive, but because he or she is unaware of its significance to the search.

Many times each day librarians locate information about topics of which they have had no previous knowledge. It is not essential, of course, that the librarian know the subject field in which he or she is digging, although it is a decided advantage. The librarian's expertise—like that of the historian or lawyer—lies in the ability to find information (the search), not in the information itself, but he or she must have an extensive knowledge of reference materials.

Since reference books come in different forms, the librarian must understand the function of each type. Access tools—bibliographies, indexes, the library's own catalog, union lists of the holdings of groups of libraries—are all bridges to information. Other types of reference book are ends in themselves, in that they contain information. General encyclopedias, like Encyclopedia Americana and World Book Encyclopedia, are ideal reference tools, since they contain survey articles on numerous topics, explanatory material, and data on people, places, and historical events. Specialized encyclopedias, which may be single or multi-

volume works, focus on an area—McGraw-Hill Encyclopedia of Science & Technology—or a specific subject—Cambridge Encyclopedia of Astronomy—and provide more detailed accounts on the topics than those found in general sets. Dictionaries analyze words; general English-language dictionaries supply pronunciations, definitions, etymologies, and other data about the language; special-purpose dictionaries (which supplement language dictionaries) treat special categories of words such as slang, synonyms and antonyms, or the historical evolution of the language. Subject dictionaries define specialized or technical language for a given field; e.g., Dictionary of Real Estate Terms. Biographical sources provide information on notable persons, past and/or present, in data-type entries or essay format. Geographical sources—atlases, gazetteers (dictionaries of place names), and travel guides—are supplemented by individual maps. Thematic atlases focus on historical periods or use maps to display economic and social data. Fact sources—almanacs, yearbooks, directories, handbooks, and manuals—are valuable quick-reference works. One of the first decisions the librarian makes, often during the interview itself, is which type is most likely to be helpful. At the same time, a specific title usually comes to mind.

The experienced librarian does not rely on the title alone to determine the work's form and usefulness. Terminology used in reference-book titles varies and does not always coincide with the above definitions. Dictionary of American History uses "dictionary" in its title to indicate that short entries are alphabetically arranged. The Encyclopedia of World History is not a work containing survey articles, which the title might imply, but a chronology with concise information about historical events.

Librarians must peruse individual reference works in order to learn the scope of each, its special features, level of information, and overall usefulness. Even thirty minutes spent in examining a reference source gives the librarian an introduction to it, and continued use will instill familiarity with its utility. If the librarian does this with all new acquisitions, it becomes a useful habit. Older and seldom used sources may become working tools, if one spends the time to learn about them. The learning time may also lead to the discovery of inaccurate or dated sources which should be weeded.

Currency is essential to accuracy in answering reference questions. The librarian must always use the most recent data the library holds unless historical information is sought. If the librarian questions the currency of an answer, the patron should be warned of the possibility

of inaccuracy. The latest Texas Almanac lists Mark White as governor, since that was the case when the work went to press. The librarian would be aware that the governorship has changed, but other changes might not be so obvious. Had the question concerned the governor's salary, which is not generally known, the library might supply an out-of-date figure without questioning its accuracy.

How long should the librarian spend in seeking an answer? Some libraries set a limit and will not spend more than twenty or thirty minutes on a query. Some leave this decision to the judgment of the librarian. If this is the case, the librarian should be mindful of the needs of others, however stimulating the challenge may be, and set reasonable limits. The patron always can be referred to another library or information service, if that seems appropriate. When a question goes unanswered, the librarian should record it, the patron's name, and his or her telephone number, so that the answer, if ever found, can be reported. If questions on the topic recur, an effort should be made to obtain sources which address the need.

When involved in a difficult search or one that requires the examination of numerous sources, one should keep a list of works checked. This practice keeps the librarian from searching the same source again and will provide useful information to another staff member, if he or she continues the search. If the librarian believes a specific source may contain the answer, he or she should check all possible subject or index headings. A case in point is that of a librarian in search of folk beliefs about a baby born with teeth. She believed that it would be found in a standard folklore dictionary. When nothing appeared under the expected headings, "teeth," "birth," or "babies," she looked under "born with teeth" and found the answer.

A resourceful reference librarian may resort to unconventional sources to answer a reference question. One librarian used an advertisement in the telephone book's yellow pages to find the spelling of "Naugerhyde," a brand name not included in the dictionary. (Some common brand names, like Kleenex, are listed in some dictionaries.) The same source supplied another librarian the name of a medical specialty; the word "nephrology," for kidney specialist, is provided in the yellow-page section under physicians.

A reference librarian's principal responsibility is to assist the patron in finding needed information. At times the work is routine and repetitive, but it is often challenging and enlightening. Many people become

reference librarians because they enjoy the search and like people, despite their foibles, and sometimes because of them. These attitudes, plus attributes of an open mind and a desire to be helpful, will go a long way toward creating a successful and happy reference librarian.

1. William A. Katz, Introduction to Reference Work, Vol. II: Reference Services and Reference Processes, 4th ed. (McGraw-Hill, 1982), p.75.

Further readings:

- Benson, James and Ruth K. Maloney. "Principles of Searching," RQ (Summer 1975): 316-320.
- Josel, Nathan A. "Ten Reference Commandments," RQ (Winter 1971): 146-147.
- Katz, William A. Introduction to Reference Work, Vol. II: Reference Sources and Reference Processes. 5th ed. McGraw-Hill, 1987.

Problem Patrons and Special Situations

The problems reference librarians frequently encounter fall into two broad categories: those caused by people and those evoked by questions. Some patrons are difficult to serve, because they are rude, demanding, abusive, or neurotic; others require special assistance because they are handicapped, elderly, underprivileged, or cannot speak English well enough to express their needs. Question problems and situations vary widely, ranging from requests for potentially dangerous information to unrealistic school assignments, and from interpretation of medical or legal material to advice on consumer products or services. There may be requests from a collection agency, seeking the telephone numbers of "nearbys" (former neighbors of debtors whose current addresses are unknown), or from a parent preparing his or her child's school assignment. Guidelines, policies, and procedures should be developed on these and other problem situations which the reference librarian encounters.

Most patrons are cooperative, friendly, and appreciative of assistance, or at least, accept it in a business-like manner. A small minority, however, cause problems. Some expect help beyond what the profession considers as proper. A lazy student may want assistance in writing a paper; a prominent citizen (or one espoused to such a notable) may regard librarians as secretaries. In such cases, the librarian should tactfully explain the reference services and his or her role in performing them. It is in the library's best interest, of course, to maintain good relations with everyone, especially those who can influence library affairs.

Rudeness or abusive treatment should not be tolerated. The librarian is within his or her rights to insist upon courteous demeanor from everyone. "When you can discuss your needs in a civil manner, I shall be happy to assist you," spoken in a calm, even voice, is an appropriate response in this situation. The librarian, of course, should never treat rudeness in kind.

Neurotic persons, who often exhibit paranoid characteristics, also may be demanding and rude. In dealing with such patrons, a calm manner and quiet voice again are required. If efforts to abate irrational behavior fail, the librarian might suggest that the person leave and return when he or she feels better.

"We all have days when everything seems to go wrong," is a reassuring comment, which allows the person to make a graceful retreat without feeling threatened. It also is

appropriate to say, "That kind of behavior is not permitted in the library." Such statements should make it clear that the rules apply to everyone. Above all, the librarian should not lose control of the situation. If all else fails, he or she should call the proper authorities and turn the matter over to them.

Persons under the influence of drugs or alcohol may display behavior similar to that of a neurotic. They, too, can be easily provoked and become violent. The librarian, therefore, should not attempt to reason with a drunk or drugged patron, but call the appropriate city service, usually the police department, for help.

Other patrons may need special assistance, due to a physical condition—someone in a wheelchair, walker, or on crutches, the deaf, blind or partially sighted, or other victims of a debilitating disease or injury. Perhaps the reference librarian can remove materials from a high shelf or carry a heavy volume to the study table, but a back-up arrangement should be available for use during a busy period or for other types of assistance. Aid may come from within the library, from volunteers, or from an external agency. All available resources should be investigated and policies and procedures formulated for their quick deployment. Special equipment, such as the Kurzweil machine for the blind, also should be acquired through grants, donations, or purchase. Sensitivity-training workshops, popular a few years ago, have provided librarians with insights into problems of the handicapped. Reference librarians are urged to acquire such training and to learn sign language in order to communicate with the deaf. If other staff members have signing skills, they may be called upon to serve as interpreters. The elderly, who often suffer from more than one infirmity—loss of hearing, poor eyesight, a crippling disease—may require assistance similar to that provided a handicapped person. Their needs, too, should be addressed in policies and procedures. Not only should the library assist persons with special problems, but make every effort to bring them within its purview.

Many people who belong to an ethnic minority—blacks, Hispanic-Americans, American Indians, Asian-Americans, etc.—also may be educationally disadvantaged. These persons, who need information most, use the library least. Maximum efforts should be made to bring them into the library. Communicating with people who are poorly educated and often speak English poorly, or not at all, requires patience and understanding, but the rewards are great, since their needs often are desperate.

Few librarians speak a second language, thus assisting foreigners with little knowledge of English presents a challenge. The reference desk should employ the talent of anyone—staff or volunteer—able to assist. If a foreigner can write English better than he or she speaks it, so much the better. In an area where a number of people speak a second language (Spanish in Texas), reference books in that language—encyclopedias, dictionaries, atlases, etc.—should be purchased. The library should adapt itself to the community, not the converse.

Questions asked at the reference desk also can pose problems. Some patrons request information which is potentially dangerous. A teen-ager seeks instructions on how to construct an explosive device; a child wants to know how firecrackers are made; a man asks what poisons are tasteless to humans. It is not the librarians prerogative to withhold any information in the library or to question how it will be used. Libraries, of course, contain a vast amount of data which could be used in an illegal or immoral way. The woman who seeks recipes for highly spiced food may plan to poison her husband; conversely, the young man requesting instructions for performing an abortion may be a pro-life advocate who wishes to refute the arguments of the opposition. The librarian's role is to help patrons find information, not to withhold it, nor sit in judgment upon its use.

School assignments present a variety of problems. Twenty-five students seek material about an obscure topic; the assignment is unclear; the teacher prohibits use of the encyclopedia, the library's only source on the subject. Professional literature, conference programs, and informal discussions report numerous approaches to cooperation with local schools, with varying degrees of success. Prior notice of all assignments involving library use is the ideal. At least one Texas public school system requires its teachers to fill out an assignment-alert form for both school and public libraries. Prior notice allows the library time to clarify vague assignments, to check their holdings, and to report lack of material, if that is the case. A library may provide students with a form certifying it has no information on a particular topic (or that all materials held are checked out), an arrangement which not only gives the student an excuse for failing to complete the project but carries a subtle message that topics should be cleared with the library before they are assigned.

Parents who do their children's homework create another problem for librarians. That doing research for a paper

is part of the assignment does not seem to occur to the parent. The librarian, however, should not reveal his or her disapproval, since responsibility again is to serve the patron, not to express ethical judgments. The parent may lack a clear understanding of the assignment. Unless the librarian has helped others with the same project, he or she may be unable to assist. Under these circumstances, it is proper to suggest that the student come in person to clarify the matter.

Librarians, of course, should exercise caution when providing medical or legal information. Being neither a licensed physician nor an attorney, the librarian should refrain from any comments that could be construed as advice or interpretation of information. One should provide the requested material, whenever possible, but allow the patron to make his or her own use of it. In some cases referral to other agencies may be appropriate. If the question concerns cancer, for example, the librarian might suggest the local American Cancer Society as a source of recent data or refer the user to a hot line. Persons wishing to select a doctor, dentist, or attorney might be referred to the local professional association.

Librarians may be asked to recommend a commercial service—a plumber or mechanic. Lists of available services may be furnished, but recommendations based on personal experience are inappropriate. When asked to recommend an encyclopedia, dictionary, or other reference tool for home purchase, the librarian should supply only published evaluations or reviews. Many factors are involved—ages and needs of users, the amount of money to be spent, etc.—which would require the librarian to make a value judgment. Again, it is advisable to let the patron make his or her own choice.

City directories, both current and retrospective, are useful reference tools which should be selected and retained in all public libraries. Their abuse, however, may cause a problem. Directories include a crisscross section, which enables the user to determine who lives at any address. Bill collectors looking for debtors who have moved attempt to trace them through former neighbors. They use the WATS line to call local libraries (from New York or elsewhere) to learn names and telephone numbers of "nearbys," thereby tying up the librarian's time and telephone lines for extended periods. Many librarians regard this practice as a misuse of telephone reference services, which are supported by local taxpayers, and either refuse to supply the requested information or provide only a few names and numbers. Some libraries, however, cite the freedom of information philosophy as justification for

whatever is requested. In either case, the directories are on open shelves and available to any library walk-ins.

Genealogical researchers may ask for information contained in older city directories via telephone. Since these works often are held in storage or rare-book collections, the request may require time away from the reference area, an inconvenience to a busy staff. Some libraries require that such inquiries be made in writing, thus permitting the librarian to fill the request at his or her convenience.

Decisions on how to deal with the problems herein addressed, as well as others which may arise, should be recorded in the reference policy manual, discussed in another essay in this section, "The Reference Services Policy Manual." All problem people and special situations should be handled consistently, fairly, and judiciously, which the manual helps to assure.

Further readings:

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Patron Relations: A Survival Manual. Bobbie L. Turner and Rondi Downs, comps. Yakima Valley Regional Library, 102 North Third Street, Yakima, Washington 98901.

Problem Patron Manual. Marion Brown et al, comps. Schenectady County Public Library, Liberty & Clinton Streets, Schenectady, New York 12305.

Building Local Information Files

Public libraries receive frequent inquiries about local and regional history, asking for facts which are seldom found in general reference works. The reference staff, who utilize the data and have expertise in organizing and indexing files, usually are responsible for collecting and arranging this type of information. All such projects, of course, should be coordinated with local historical societies and museums.

Among the projects common to libraries are the collecting of books and pamphlets on the history of the area; indexing of local newspapers, magazines, and other serial publications; building clipping files; developing card or computerized files of factual data; gathering of city directories (current and retrospective), old telephone directories, and directories of churches, civic organizations, and interest groups. Archival materials may be given to the library, if there are no other facilities where such materials may be deposited. These materials include: records of city and county governments; private correspondence, diaries, memoirs, and other papers; memorabilia, photographs, minutes of local clubs, etc. This essay, however, will not deal with archival management, a highly specialized topic which should be addressed by a professional in that area.

Texas has numerous historical societies, and many have produced credible local histories. The Texas Centennial of 1936 and the Sesquicentennial of 1986 also generated many projects which resulted in published books, pamphlets, and articles. The quality of such studies, of course, is uneven. Regardless of quality, however, all local histories are unique sources which the local library should purchase. Even works which are narrative histories are placed in the reference collection, since they may contain information not available in any other format. Additional copies should be in rare-book or other protected collections, but when enough copies exist, they should be circulated.

City, county, and area newspapers are rich sources of current and historical information about local people and events. If a researcher wanted to learn when the local school system was integrated, why the hospital was closed in 1936, or the results of a devastating courthouse fire in 1956, the newspaper is the most likely starting point for the investigation. Many libraries hold significant newspaper files, sometimes more complete than the newspaper morgue. Microfilm copies are the most practical format for current use.

Since most newspapers now microfilm their own files, copies may be purchased from them at reasonable cost.

Indexing retrospective newspaper files is costly and time consuming, because it must be done by experienced indexers. The librarian should obtain expert advice before undertaking any such project. Many libraries index current newspapers on a continuing basis. The usual approach is to be selective in the data included—births, marriages, obituaries, actions of governmental bodies and boards, large scale catastrophies, activities of community leaders, etc. Competent volunteers sometimes work under the direction of the reference staff, but regardless of who does the work, it should be scheduled on a weekly or monthly basis; constancy is essential to the success of such a project. The indexing of any other local publications should be handled in a similar manner. Microcomputers are ideally suited for creating such in-house files.

Many libraries develop clipping files instead of (or in addition to) indexing newspapers. The obvious advantage of a clipping file is that it contains the article itself instead of a reference to it. The principal disadvantage is that clippings are easily lost or misplaced. Clipped articles, which usually concern people, events, board actions, and the like, are placed in file folders, labeled with appropriate subject headings, and housed in filing cabinets. Articles may either be the original (usually mounted on plain paper) or a photocopy. The latter format is recommended, because it requires less preparation time and is longer lasting. Newsprint deteriorates rapidly, even when kept in a filing cabinet.

Card or computerized files should be developed which contain answers to questions often asked about the area: historical dates and pertinent facts about important events; biographical information about prominent citizens, past and present; records of sports events and championships; and lists of local award recipients. Current information might include names and addresses of members of the city council, commissioners court, school and other boards, with their meeting times; lists of key organizations and their officers; lists of local ministers and their churches. Files which list government services—Social Security, Internal Revenue Services, Public Welfare, Health and Human Services, etc.—also should be kept. The kind of information most often requested indicates the types of data which should be placed in the file.

City directories, discussed in the essay on "Problem Patrons and Special Situations," provide valuable

historical and genealogical information--names, addresses, children, occupations, etc.--about local residents. Old telephone directories and directories of churches and organizations have a similar function. Such works, often found in attics and old homes, come to the library via donations.

The public library is a logical place for history to be gathered, organized, and dispensed. Thus the librarian, often by default, functions as local historian. By collecting local history, one person wrote: "we will have acquired a real treasure for our institution, especially if we approach our task with some planning and organization."¹

1. Enid T. Thompson. Local History Collections: A Manual for Librarians. American Association for State and Local History, 1978. p.9

Further readings:

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Computerized Search Services

Computerized search services, as they have evolved over the past fifteen years, either utilize remote, dial-up databases in computerized form or databases on CD-ROM, which are searched on the library's own microcomputer. Libraries that offer retrieval systems through DIALOG or other vendors require hardware (terminal or microcomputer connected via telephone lines to a large, mainframe computer which holds the databases), software (programs to conduct the searches), an account with a vendor or producer/distributor of the databases, and one or more staff members with expertise to conduct searches. Databases on CD-ROM, a newer development in information retrieval, are read from a peripheral device attached to a personal computer. Some services in this format are searched by a librarian; others, which are "user friendly," are searched by the end-user, i.e., the library patron.

Search services employed by libraries fall into two types: reference and source. Those described as reference contain bibliographic citations to periodical articles, research reports, books, and other materials, often with abstracts. Source databases are full-text or numeric. ERIC (which parallels the printed sources Research in Education and Current Index to Journals in Education) and Wilsonline (Readers' Guide to Periodical Literature, Education Index and other indexing services published by the H.W. Wilson Company) are examples of reference databases. Full-text databases contain the contents of newspapers, encyclopedias, directories, and other publications. Numeric databases offer statistical data like that produced by the Census Bureau. In other words, reference databases cite where information can be found; source databases contain the information itself.

Many systems, like those provided by DIALOG and BRS, offer both reference and source type databases, which require the services of a trained searcher. Recent library school graduates may have had a course in online searching, but others can develop expertise through workshops, study, and experience. In addition to learning the techniques of searching, the librarian must develop expertise in conducting pre-search interviews and formulating search strategy. He or she also needs extensive knowledge of databases, their subject content, and search capabilities. Practice is essential to develop and maintain skills. The searcher, moreover, must continue to study and learn, since the systems are continually expanding and improving.

Online searching offers such advantages as speed and convenience. When there is scant information on an obscure topic which would take a long time to search manually, data often can be found quickly online; in seconds the computer searches vast amounts of information. Most databases cover a span of ten to fifteen years or more, which is searched simultaneously; a manual search of this magnitude would require that the librarian look in many different volumes. The search also produces a bibliographic printout, which would have to be compiled by hand in a manual search. One important advantage of online databases is that the computer offers capabilities otherwise not possible. Terms in abstracts, titles, or other fields, for example, may be searched, not just those assigned as subject headings. Combinations of terms also may be searched in seconds, a process which is virtually impossible to do by hand. Databases usually are more current than their printed counterparts, since they are updated weekly, biweekly, or monthly in their online format. The library using search services also has access through a vendor to all databases it includes, thus greatly expanding the library's holdings in indexes, abstracting services, directories, and other reference tools.

About 3,000 databases are available from throughout the world, but libraries consistently use less than thirty-five. Among the most popular reference databases are ERIC, which is relatively inexpensive and covers a wide range of topics on education and related areas; MEDLINE (Medical Literature Analysis and Retrieval System Online), also inexpensive and a major source for health and medicine; Magazine Index, which covers several hundred popular magazines; and National Newspaper Index, which includes general magazines and several newspapers. ABI/INFORM and Management Content are popular for business topics, and PAIS, for information on social and economic conditions. Popular source databases include the full-text services available from NEXIS—produced by Mead Data Central—which offers the contents of The New York Times, Christian Science Monitor, The Washington Post, and other newspapers, plus about 50 popular and 70 business and technical periodicals—Time, Fortune, Money, Forbes, People, Discover, etc. It includes, too, some standard reference works, like the Encyclopedia Britannica.

The cost of database searching is determined by a number of factors. Hardware and software may cost as little as \$1,500 to \$2,000 or as much as \$6,000, depending on the quality selected. Telephone-line cost is relatively

constant, but telecommunication cost (lines used to carry on a conversation or dialog between the searcher and the computer) are by the minute, at \$5 to \$7 an hour. The charge for each search includes the time connected to the computer, based on the hourly fee charged for the database used (from \$35 to more than \$100 per hour, with \$60 per hour the average). Some vendors add a charge for the number of citations displayed or printed. Most searches, however, cost less than \$20, but an extensive investigation may cost many times that amount.

The two vendors most frequently chosen by public libraries, DIALOG and BRS, currently offer the greatest number of databases—DIALOG 226 and BRS 79, with 37 in common. Differences in pricing make comparisons difficult, since both have volume discounts and other arrangements, but studies indicate that DIALOG is somewhat cheaper. Choice of vendors also depends on need and whether the databases most likely to be requested are offered by that service.

Who pays for online searches, the library or the patron? Most academic libraries charge users for at least the direct cost (connect time and telecommunication charges); others add a service charge to help defray other library expenses. The topic is controversial in public libraries, however, because they traditionally have offered all services free. Many public librarians believe that online searches should not be offered unless they are available without charge. But demand and tight budgets appear to have forced compromises. Some public libraries absorb the initial search cost in amounts varying from \$10 to \$25 and charge the patron for overage. Others, following the academic library example, have concluded that the patron using online services does so by choice. He or she may search the printed indexes free or choose more convenient and time saving databases, searched at his or her own expense. In libraries where searches are partially or entirely absorbed by the library, the librarian usually determines whether or not a search is appropriate. When general or easily located information is required, a computer search would be considered unnecessary.

New technology which could solve the database cost dilemma is the CD-ROM. Current costs are moderate, but competition should reduce the price even further within the next few years. The CD-ROM (computer disk/read only memory), also called compact disk, prints and reads by laser beam. Sizes vary, but a typical disk can store about 250,000 pages of data. Videodisks are a similar form which can store pictures and graphics; CD-I (compact disk-interaction) stores texts as well as video

and audio. A number of databases can be purchased on CD-ROM, which enable the library to execute searches on their own microcomputers without subscribing to the services on a vendor. In addition to reference databases such as ERIC, available from OCLC, Silverplatter, and other sources, standard reference works such as encyclopedias are produced in CD-ROM format. The hardware, which usually costs between \$5,000 and \$6,000, includes a microcomputer with a hard disk, a CD-ROM drive, and printer. A CD-ROM of the ERIC database, which covers the past five years, plus quarterly updates, is \$650 per year, or \$390 for an annual subscription without updates, from Silverplatter.

A number of end-user services (those searched by the library patrons) are available in CD-ROM format. Wilsonline provides Wilssearch, and Information Access sells InfoTrac. There are numerous others, with new services appearing every few months. Two popular vendors also offer online end-user services: Knowledge Index from DIALOG, and BRS/After Dark from BRS. These do-it-yourself services, both in CD-ROM format and online, have met with a mixed reception. Some users have trouble with the searching hardware and even the systems themselves. Commands and the Boolean OR, AND, and NOT appear to cause the greatest frustration. But these problems notwithstanding, most users strongly agree that they are useful.

Where does one find information on databases? The standard directories are: Directory of Online Database (Cuadra/Elsevier Associates, 1979 to date. Quarterly), Computer-Readable Databases by Martha Williams (American Library Association, 1976 to date. Irregular. 2 vols.), and Database Directory (Knowledge Industry, 1985 to date. Semiannual, updated by a monthly newsletter). All are expensive and must be purchased on a regular basis in order to keep abreast of frequent changes. Each vendor also publishes a guide which gives descriptions for each of its databases, plus information about using its system. DIALOG's Guide to Dialog Databases (Lockheed, 1978 to date. 3 vols.) is the most extensive vendor publication. DIALOG also publishes

Chronolog, a customer newsletter, which reports new databases, search techniques, and other news. The BRS Reference Manual and Database Search Guide (BRS, 1979 to date) and BRS Bulletin are comparable publications from that competing company.

A few years ago it was difficult to find database evaluations, but reviews now are common. Criticisms of vendor products and CD-ROM services are the focus of a regular column in RQ and frequently are included in

Reference Books Bulletin and Library Journal. Online, Database, and Online Review, the three basic periodicals for the field, also contain evaluations.

The online and CD-ROM environments may confuse the librarian who is new to these technologies, for even experienced professionals find it difficult to keep abreast of the rapid changes. Training sessions sponsored by vendors, database producers, and users groups are available to those who wish to learn basic skills or expand their knowledge of searching. Traditional reference sources are likely to be with us for sometime, but we are impelled to explore these new formats in order to meet the growing needs of our patrons.

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